

Inspector General

United States
Department *of* Defense



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Inspector General

United States Department of Defense

Vision

One professional team strengthening the integrity, efficiency, and effectiveness of the Department of Defense programs and operations.

Mission

Promote integrity, accountability, and improvement of Department of Defense personnel, programs and operations to support the Department's mission and serve the public interest.



The Department of Defense Inspector General is an independent, objective agency within the U.S. Department of Defense that was created by the Inspector General Act of 1978, as amended. DoD IG is dedicated to serving the warfighter and the taxpayer by conducting audits, investigations, inspections, and assessments that result in improvements to the Department. DoD IG provides guidance and recommendations to the Department of Defense and the Congress.



INSPECTOR GENERAL
DEPARTMENT OF DEFENSE
400 ARMY NAVY DRIVE
ARLINGTON, VIRGINIA 22202-4704

March 22, 2011

MEMORANDUM FOR UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND
READINESS
DIRECTOR, FEDERAL VOTING ASSISTANCE PROGRAM
OFFICE

SUBJECT: 2010 Evaluation of the DoD Federal Voting Assistance Program
(Report No. SPO-2011-005)

We are providing this report for information and use. We performed this evaluation in accordance with our responsibilities under Title 10, United States Code, Section 1566. The statute requires the DoD Inspector General to submit to Congress a report on the effectiveness and compliance during the preceding calendar year of voting assistance programs as reported by each of the Service Inspectors General. The report does not contain recommendations; therefore a management response to this report is not required.

Please direct questions to Mr. Michael A. DiRenzo at (703) 604-9643 or Mr. William D. Means at (703) 604-9105. We will provide a formal briefing on the results, if stakeholders request.

A handwritten signature in black ink, reading "K P Moorefield", is positioned above the printed name.

Kenneth P. Moorefield
Deputy Inspector General
Special Plans and Operations

NOTE: The number of this report has been changed to SPO-2011-006.

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Results in Brief: 2010 Evaluation of the DoD Federal Voting Assistance Program

What We Did

Section 1566, Title 10, United States Code, “Voting assistance; compliance assessments; assistance,” as amended, requires that the Inspectors General of the Army, the Navy, the Air Force, and the Marine Corps conduct an annual review of the effectiveness of their voting assistance programs; and an annual review of the compliance with voting assistance programs of that Service. Upon the completion of their annual reviews, each Service Inspector General is required to submit to the DoD Inspector General a report on the results. The statute requires that the DoD Inspector General then submit to Congress a report on the effectiveness of voting assistance programs and the level of compliance with voting assistance programs during the preceding calendar year as reported by each of the Service Inspectors General. We met with the Service Inspectors General representatives to discuss their data collection procedures, and the criteria they used as a basis for the determinations of compliance and effectiveness of their voting assistance programs.

What We Found

The Service Inspectors General reported that their programs were effective and compliant with DoD regulations and public law, with a few minor exceptions they were addressing. Data gathered by the Service Inspectors General for this report is consistent with the format used for the 2007, 2008, and 2009 calendar years. Service Inspectors General provided detailed Service-wide reporting in all five focus areas identified in DoD Directive 1000.04, “Federal Voting Assistance Program (FVAP),” April 14, 2004.

The oversight programs of the Federal Voting Assistance Program Office and Services continue to identify opportunities to improve effectiveness. The Services demonstrated in their oversight reports that they have made special efforts to ensure deploying and deployed personnel were afforded every opportunity to vote.

Details of the Service Inspectors General reports are discussed and summarized in tables included in this report. This report consolidates the Service Inspectors General reports, summarizes some of their key facts, and presents the results of our review of those reports.

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Objective

The objectives of the DoD IG evaluation of the Federal Voting Assistance Program (FVAP) for calendar year 2010 were to: (1) consolidate the Services' FVAP assessment results into a single DoD-wide report for Congress; and (2) report the effectiveness and level of compliance of the Services' voting assistance programs as reported by the Service Inspectors General.

Background

Legislation

Executive Order 12642 designated the Secretary of Defense as the Presidential Designee responsible for administering the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA¹). The Executive Order authorizes the Secretary of Defense to delegate the responsibilities under the Act to other offices within the Department of Defense. Those responsibilities have been delegated to the Undersecretary of Defense for Personnel and Readiness and further to the Director of the Federal Voting Assistance Program.

Section 1566, Title 10, United States Code, "Voting assistance; compliance assessments; assistance," as amended, specifies the voting assistance roles of the DoD IG and that of the Service Inspectors General. The statute specifies that the Service Inspectors General shall conduct an annual review of the effectiveness and compliance of their voting assistance programs, and upon completion, submit to the DoD IG a report on the review results. The statute further specifies that the DoD IG shall submit to Congress a report on the effectiveness and compliance of voting assistance programs during the preceding calendar year for the Army, the Navy, the Air Force, and the Marine Corps, as reported by the Service Inspectors General.²

Department of Defense Policy

Policies and instructions for the DoD Voting Assistance Program are described in DoD Directive 1000.04 (DoDD 1000.04), "Federal Voting Assistance Program (FVAP)," April 14, 2004 (Certified current as of April 23, 2007). DoDD 1000.04 stipulates that the USD (P&R) administers the FVAP for the Secretary of Defense. The USD (P&R) manages the program through the Office of the Director, Federal Voting Assistance Program.

DoDD 1000.04 requires that Service voting assistance officers (VAO) obtain and disseminate voting information, voting forms, registration forms, and absentee ballot requests. VAOs are also required to personally assist voters for all elections for Federal offices. Each Service is required to establish and maintain a voting assistance website.

¹ Executive Order 12642, "Designation of the Secretary of Defense as the Presidential designee Under title 1 of the Uniformed and Overseas Citizens Absentee Voting Act, June 8, 1988

² Title 10 United States Code, Section 1566

DoD Instruction 1000.04 had been developed to replace DoD Directive 1000.04 and was in coordination when Congress included the Military and Overseas Voter Empowerment Act (MOVE) Act³ in the 2010 National Defense Authorization Act. The new Instruction would also replace the USD (P&R) memorandum, “Guidance in Implementing Voting Assistance Programs,” September 19, 2007 (Appendix A). The Director, FVAP determined that the USD (P&R) 2007 memorandum would remain in effect for use in preparation of the Service Inspectors General 2010 FVAP reports, included as Appendices B, C, D, and E to this report.

The memorandum:

- States that guidance and direction should be used as a baseline and “may be adjusted to meet specific requirements and cultures within each Service.” It essentially grants Service leadership the authority to tailor certain requirements.
- Lowers grade requirements for assignment of VAOs. Provides flexibility to assign “quality individuals with enough authority as VAOs to get the job done.”
- Adjusts the ratio requirement for VAOs vs. unit population. Allows flexibility to the Services to adjust their ratios to ensure coverage.
- Streamlines delivery of the Registration and Absentee Ballot Request Federal Post Card Application (FPCA), Form SF-76, by adding a provision to permit electronic distribution of FPCA and receipt verification in lieu of face-to-face contact.
- Clarifies the use of civilians as Installation VAOs, requesting their assignments be stabilized during the 18-month period from October of the year preceding a general election through March of the year following.

The MOVE Act was signed into law by President Barack Obama on October 28, 2009. The overall purpose of the law is to help service members, their families and other overseas citizens vote in U.S. elections. Most provisions applied to the November 2010 elections. Significant new mandates were imposed on the States and local jurisdictions as well as on the Military Services. Authority of the FVAP Program Office was expanded. A summary of the provisions of the Act is included at Appendix F⁴

³ Military and Overseas Voter Empowerment Act is Subtitle H of the National Defense Authorization Act for Fiscal Year 2010 (H.R. 2647, Pub.L. 111-84, 123 Stat. 2190.)

⁴ As extracted from a summary formulated by the National Association of Secretaries of State

Service Regulations. Each Service supplements the DoD 1000.04 with Service-specific regulations and instructions:

- Army Regulation 608-20, “Army Voting Assistance Program,” October 28, 2004.
- Office of the Chief of Naval Operations Instruction 1742.1B, “Navy Voting Assistance Program,” May 15, 2007.
- Air Force Instruction 36-3107, “Voting Assistance Program,” September 10, 2003.
- Marine Corps Order 1742.1A (with Changes 1-2), “Voter Registration Program,” May 14, 2002.

The Federal Voting Assistance Program. The mandate of the FVAP is as follows:

The FVAP shall ensure that eligible voters receive ... information about registration and voting procedures and materials pertaining to scheduled elections, including dates, offices, constitutional amendments, and other ballot proposals...⁵

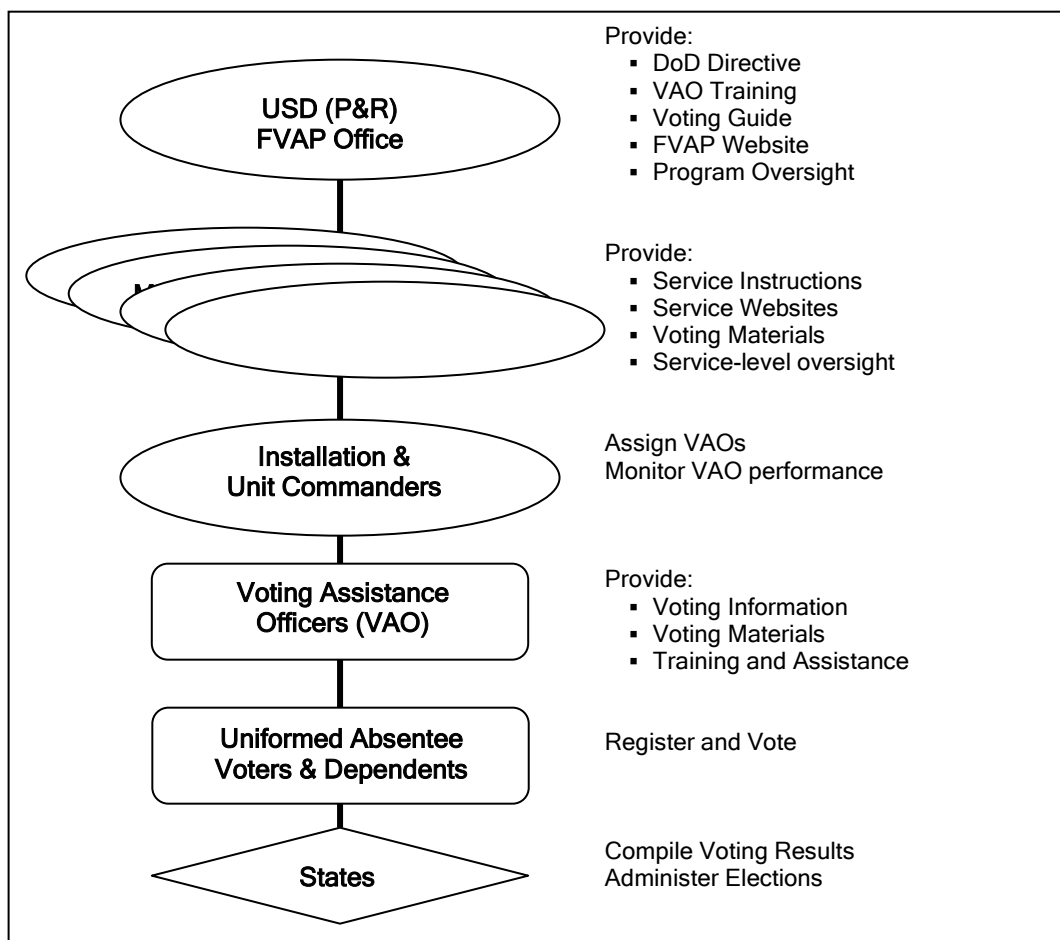
Federal Voting Assistance Program Office. The Director, FVAP manages several support activities including:

- The FVAP website, which has evolved into an information portal for absentee voting. Found at www.fvap.gov, it provides voting assistance and information to uniformed absentee voters, their spouses and eligible dependents, and civilian U.S. voters residing overseas. It provides Federal, State (or links to State Internet sites), and local voting information. It also assists State and local election officials with up to date information on absentee voting as well as providing a clearing house for State information.
- VAO training program is delivered on-site (even years) and web-based (all years).
- A voting assistance guide with State-by-State information is available on line or in hard copy. The guide has been rewritten targeting VAOs and reduced from almost 400 pages to just over 300.
- Documents to support and assist State and local election officials as well as Unit and Installation VAOs are available.

⁵ Paragraph 4.2, DoD Directive 1000.04 , “Federal Voting Assistance Program (FVAP),” April 14, 2004

The Voting Assistance Program Process. Figure 1 illustrates the major elements of the Services' Voting Assistance Programs and lists their primary functions.

Figure 1. Voting Assistance Program Elements



Review of Service IGs' Voting Program Procedures

We met with Service Inspectors General personnel overseeing the FVAP to ascertain, understand, and document the processes and procedures that they follow to collect, assemble, and prepare the annual report to the DoD IG for inclusion in the DoD IG report to Congress. Each of the Service IGs handle the data collection processes and procedures differently while complying with DoD Directive 1000.04, current DoD guidance on the implementation of 10 U.S.C. 1566.

Department of the Army Inspector General

The Department of the Army Inspector General Agency (DAIG) distributed inspection requirements covering all five DoDIG report subject areas required by the DoD IG Annual Report to select Army Commands, Army Service Component Commands, and direct reporting units, with instructions to further distribute the inspection requirements to their subordinate command IGs. The DAIG report includes data received in response to those distributed requirements as well as inspection data compiled during the scheduled Army Voting Assistance Program (AVAP) inspection for 2010. The 2010 AVAP inspection included interviews with 77 Unit VAO and commanders, or the commanders' designated representatives, from over ten locations throughout the Army. DAIG personnel contacted 823 Soldiers/civilians and leaders through interview and sensing sessions during the inspection.

Naval Inspector General

The Naval Inspector General (NAVINSGEN) used a triangulation methodology consisting of web-based surveys (10,492 in CY 2010), on-sight interviews with Voting Assistance Officers (VAO), and program reviews during its CY 2010 scheduled Area Visits and Command Inspections to independently assess compliance. A self-assessment checklist for Voting Assistance Officers guided the inspection process. Additionally, NAVINSGEN utilized the continuous monitoring oversight and data collection capability of the Voting Information Management System (VIMS) which is managed by the Senior Navy Voting Representative, the Commander, Naval Installation Command. This provides departmental level visibility regarding Naval Voting Assistance Program (NVAP) program compliance and enabled a review of a selective sample of approximately 30% (e.g., 444 commands) of all echelon rated commands listed in the Standard Naval Distribution List for compliance with key program elements. The NAVINSGEN overall NVAP compliance assessment is based on direct findings from three Echelon II Command Inspections, four Area Visits, and an assessment of the Department's Voting Assistance Program structure. Of seven inspections/area visits, two were OCONUS. While minor discrepancies are routinely found and corrected at Echelon II or command inspections, the NAVINSGEN principal concern is that the program structural mechanisms are in place to continue to identify both risks and opportunities in the NVAP.

Air Force Inspector General

The Air Force Inspector General inspected the Air Force Federal Voting Assistance Program at all command levels during 157 Compliance Inspections conducted during CY 2010. Evaluations were made by conducting personal interviews with Installation VAOs and Unit VAOs, reviewing program implementation and management, and visiting units at the installation level. The overwhelming majority of Air Force wings and installations have effectively implemented U.S.C. statutory requirements, DOD policy and procedures issued to establish viable Federal Voting Assistance Programs. The Air Force was consistent in emphasizing the importance of each Airman exercising the right to vote.

Inspector General of the United States Marine Corps

The Inspector General for the Marine Corps (IGMC) inspects every Marine Force Command, Marine Expeditionary Force, Installation, and Major Subordinate Command for compliance and effectiveness on a triennial basis, at a minimum. Each organization with a Commanding General has a Commanding General Inspection Program (CGIP) that inspects their units biannually. The Automated Inspection Reporting System (AIRS) Report 210 was used by both the IGMC and CGIP to ensure the standardization of all Voting Assistance Program inspections. The Inspection process included interviews with Major Command Voting Officers (MCVO), Installation VAOs, Unit VAOs, Commanding Officers, and Marines randomly selected within Marine units. The inspection team reviewed documents and procedures to ensure compliance with all Marine Corps orders and directives. The team also inspected facilities to ensure voting assistance materials were displayed in accordance with directions given in Marine Corps Order 1742.1A. Each inspection was graded as: Mission Capable or Non-Mission Capable, with findings, discrepancies, and recommendations provided to improve the inspected units' programs. Items identified with findings, discrepancies and recommendations are reviewed during subsequent inspection(s).

Effectiveness of Services' Voting Programs

The Service Inspectors General all reported that their voting assistance programs were effective and in compliance with DoD regulations and public law.

The Army Inspector General determination of effectiveness is based on results of interviews with 77 Unit VAOs and commanders, or the commanders' designated representatives at over ten Army locations. Army Inspector General personnel also contacted 823 soldiers and civilian personnel through interviews and sensing sessions during the inspections.

... the US Army has an effective and compliant Voting Assistance Program and continues to improve the program to ensure Soldiers, civilians, Family members and Army contractors overseas are encouraged and enabled to be full participants in the election process no matter where they are. The 2010 AVAP Inspection found that the AVAP is functioning. The inspection team found that Soldiers, their Family members, and OCONUS DA civilians and contractors are given the opportunity to register and cast absentee ballots;... The Army continuously evaluates and seeks ways to improve the AVAP. According to the AVAP Office, initiatives include: the appointment of 6,743 VAOs to provide assistance to Soldiers, eligible Family members and DA civilians and a special ballot return postage label allowing voters to track their completed ballot from their overseas location all the way to their local election official.⁶

The Naval Inspector General determination of effectiveness is based on web-based survey results from over 10, 492 respondents, on-sight interviews with VAOs, and Voting Program reviews during scheduled Naval area visits and Command inspections.

NAVINGEN finds the NAVAP compliant....and effective. The compliance assessment is based on our direct findings from three Echelon II Command Inspections, four Area Visits, and assessment of the Department's Voting Assistance Program structure.....The effectiveness determination is based on: (1) Web-based survey results from 10,492 respondents, to three voting related questions.....(2) A subjective evaluation of departmental level initiatives, outreach, and campaigns.⁷

The Air Force Inspector General determination of effectiveness is based on results of 157 Voting Assistance Program compliance inspections at all Air Force levels. Evaluations were made by conducting personal interviews with VAOs, reviewing program implementation and management.

The USAF Voting Assistance Program is effective and remains compliant. All identified deficiencies have been corrected and annotated in accordance with Air Force Instruction (AFI) 36-3107, Voting Assistance Program and AFI 90-201, Inspector General Activities. The overwhelming majority of Air Force wings and installations have effectively implemented USC, DOD policy, directives,

⁶ U.S. Army IG Report at Appendix B

⁷ U.S. Navy IG Report at Appendix C

and procedures establishing viable Federal Voting Assistance Programs. The Air Force was consistent in emphasizing the importance of each Airman exercising the right to vote.⁸

The Marine Corps Inspector General determination of effectiveness is based on results of 21 inspections at Marine Force Commands, Marine Expeditionary Forces, Installations, and Major Subordinate Commands. These inspections included interviews with Major Command Voting Officers, VAOs, Commanding Officers, and randomly selected Marines.

The results of the IGMC and the CGIP inspections throughout the past year and this annual assessment verifies the Marine Corps has an effective Voter Assistance Program and is in compliance with requirements.... The IGMC inspection results and this assessment have confirmed that the Marine Corps VAP operates in accordance with established policies and procedures and is effective in assisting all eligible voters. We are very confident that all service members and their eligible family members were aware of all 2010 voting events and were provided assistance and documentation for all absentee voting requirements.⁹

⁸ U.S. Air Force IG Report at Appendix D

⁹ U.S. Marine Corps IG Report at Appendix E

Compliance of Services' Voting Programs

Summary

All four Services reported compliance with DoD Directive 1000.04 requirements and USD (P&R) Memorandum on "Guidance in Implementing Voting Assistance Programs," September 19, 2007 (still in effect). Installation VAOs (IVAO) and Unit VAOs (UVAO) have specific duties and responsibilities under the Directive to ensure voters obtain voting information and materials in a timely fashion. The Service Inspectors General determinations of compliance are further based on the results of their reviews of compliance with public law, DoD Directives, and guidance issued by the USD (P&R). Those results are summarized in tables one through five in this report.

The following five compliance focus areas associated with the Federal Voting Assistance Program include:

- **Personnel Assignments** - Assign quality individuals with enough authority as VAOs to manage the Voting Program.
- **Training** - Ensure VAOs are receiving required training to perform VAO duties.
- **Material Distribution** - Ensure adequate numbers of Standard Form 76 (SF 76) are available for military members and their voting-age dependents to register and request a ballot.
- **Communication and Information Network** - Publicize and maintain a visible program.
- **Commanders/Installation Level Involvement** - Ensure there is an increased emphasis on the Voting Program and associated requirements.

In each of these focus areas, DoDD 1000.04 has established multiple indicators of compliance. Service Inspectors General provided Service-wide responses regarding compliance with these focus areas: (See the following Tables one through five).

Personnel Assignments

The Service Inspectors General reported their programs were compliant in this focus area (Table 1). For all Services, a number of VAOs did not meet DoDD 1000.04 requirements for rank/grade. They were, however, in compliance with guidance provided by the USD (P&R) Memorandum, which allows flexibility in grade requirements to favor assignment of VAOs who are interested and dedicated. The FVAP Program Office intends to incorporate similar provisions in DoD Instruction 1000.04. The Navy reported that discrepancies are corrected during command inspections and area visits.

Table 1. Personnel Assignments

Item	Requirement	Authority	Army	Navy	Air Force	Marine Corps
A.1	VAO assigned at the appropriate grade level.	DODD 1000.04, Para 5.2.1.4.1, Para 5.2.1.4.2 & USD(P&R) Guidance Ltr	Yes	Yes, 88%	Yes, 2 deficiencies in 157 compliance inspections	Yes, all 21 commands inspected
A.2	Unit VAO assigned at level of command.	DODD 1000.04, Para 5.2.1.4.1 & Para 5.2.1.4.2	Yes, in most cases. Army IG to send after action guidance and conduct followup.	Yes, 100%	Yes, 1 deficiency in 157 compliance inspections	Yes, all 12 individual units inspected
A.3	Maximum number of voters that can be represented by VAO adhered to.	DODD 1000.04, Para 5.2.1.4.2	Not in all cases, however, all affected given opportunity to vote. Army IG to send after action guidance and conduct followup.	Yes, 100%	Yes, zero deficiencies in 157 compliance inspections	Yes, all units inspected
A.4	Unit VAO of the rank O-2/E-7 civilian equivalent, or above designated in writing for each unit of 25 or more permanently assigned members.	DODD 1000.04, Para 5.2.1.4.2 & USD(P&R) Guidance	Yes, in most cases. Army IG to send after action guidance and conduct followup.	Yes, 87%	Yes, 2 deficiencies in 157 compliance inspections	Yes, all 12 units inspected
A.5	Senior Service Representative at Flag Rank/Civilian equivalent appointed.	DODD 1000.04, Para 5.2.1.3	Yes, BG	Yes, VADM	Yes, SES	Yes, NAF-O6
A.6	Service Voting Action Officer is O-4/E-8/GS-12 or above.	DODD 1000.04, Para 5.2.1.3	Yes, GS-12	Yes, O-4	Yes, GS-12	Yes, GS-14
A.7	Commissioned Officer authorized to administer oath.	UOCAVA & DODD 1000.04, Para 5.2.1.4.2	Yes, 100%	Yes, 100%	Yes, zero deficiencies in 157 compliance inspections	Yes

Training

The Service Inspectors General reported their programs were compliant in this focus area (see Table 2). All Services reported that they provided information to recruits, basic trainees, and both preparing to deploy and deployed Service members. The Services, with minor exceptions, ensured training was provided to VAOs at all levels. The Navy reported that discrepancies are corrected during command inspections and area visits.

Table 2. Training

Item	Requirement	Authority	Army	Navy	Air Force	Marine Corps
B.1	VAOs received training.	Title 10, Section 1566, Para f(1)	Yes, in most cases. Followup will be conducted.	Yes, 91%	Yes, 13, mostly documentation deficiencies in 157 compliance inspections	Yes, all 21 VAOs inspected
B.2	MAJCOM, installations and Unit VAO attend FVAP workshop during even numbered years with Federal elections.	DODD 1000.04, Para 5.2.1.15	Yes, in most cases. Army IG to send after action guidance and conduct followup.	Yes, 71%	Yes, 8, documentation deficiencies in 157 compliance inspections	Yes, all VAOs inspected
B.3	Basic training and command courses emphasize and advertise voting assistance programs.	DODD 1000.04, Para 5.2.1.14	Yes	Yes, 30-minute briefing	Yes, zero deficiencies in 157 compliance inspections	Yes, at all levels of training
B. 4	Train units preparing for deployment.	DODD 1000.04, Para 5.2.1.14	Yes, during the mobility process	Yes, in pre-deployment checklist	Yes, 4 deficiencies in 157 compliance inspections	Yes, during pre-deployment briefing
B.5	Recruitment personnel informed of policies and received training to carry out voter registration assistance.	DODD 1344.13, Para 5.4.2	Yes	Yes, 100%	Yes, zero deficiencies in 157 compliance inspections	Yes
B. 6	Train Service members on absentee registration and voting procedures in Federal Election years.	DODD 1000.04, Para 5.2.1.14	Yes, in most cases. Army IG to send after action guidance and conduct followup.	Yes	Yes, 6 deficiencies in 157 compliance inspections	Yes, all 21 VAOs inspected

Material Distribution

The Service Inspectors General reported their programs were compliant in this focus area (see Table 3). The Navy reported that discrepancies are corrected during command inspections and area visits.

Table 3. Material Distribution

Item	Requirement	Authority	Army	Navy	Air Force	Marine Corps
C.1	UVAOs hand-deliver SF76s to eligible voters by 15 January of each year. Develop a system to ensure in-hand delivery.	DODD 1000.04, Para 5.2.1.6.1 & 5.2.1.5.3	Yes, in the majority of cases	Yes, 81%	Yes, 11 deficiencies in 157 compliance inspections	Yes
C.2	National Voter Registration form made available to enlistees.	Title 10, Subtitle A, Part II, Chapter 80, Section 1566, Para i(2)	Yes	Yes, after 30-minute voting briefing at boot camp	Yes, 1 deficiency in 157 compliance inspections	Not in all cases; corrective actions underway
C.3	Network established to distribute voter information.	DODD 1000.04, Para 5.2.1.5.2	Yes	Yes	Yes, 5 deficiencies in 157 compliance inspections	Yes
C.4	Designated day or days to provide for voter awareness.	DODD 1000.04, Para 5.2.1.11	Yes; most units promoted voter awareness week. Army IG to send after action guidance.	Yes, in conjunction with Armed Forces Voting Week	Yes, zero deficiencies in 157 compliance inspections	Yes
C.5	Prospective enlistees are provided a DD Form 2644 "Mail Voter Registration Application" and DD Form 2645 "Voter Registration Information."	DODD 1344.13, Para 5.4.4.1	Yes	Yes	Yes, 2 deficiencies in 157 compliance inspections	Yes
C.6	Recruitment offices transmit registration applications in a timely manner.	DODD 1344.13, Para 5.4.4.3	Yes	Yes	Yes, zero deficiencies in 157 compliance inspections	Yes
C.7	Sufficient voting materials are on-hand.	DODD 1000.04, Para 5.2.1.7	Yes, in most cases, also provided electronically. Army IG to send after action guidance.	Yes	Yes, 1 deficiency in 157 compliance inspections	Yes

Communication and Information Network

The Service Inspectors General reported their programs were compliant (see Table 4). The Services reported that they ensured the VAO Program was highly visible and publicized. For Item D.4, in locations where VAO contact information could not be listed with the base operator, the Services stated their websites contained contact information. Installations routinely provided voting program information on the websites. The Service Inspectors General reports indicate that efforts were made at all levels to ensure voting assistance was available and publicized.

Table 4. Communication and Information Network

Item	Requirement	Authority	Army	Navy	Air Force	Marine Corps
D.1	Voting Assistance internet homepage is maintained that includes names and links to VAOs, procedures to order voting materials and links to other Federal & State voting websites.	DODD 1000.04 Para 5.2.1.10	Yes	Yes	Yes, zero deficiencies in 157 compliance inspections	Yes
D.2	Designated location on base, installation, or ship where voting material & assistance is available.	DODD 1000.04, Para 5.2.1.10	No specific location established but materials available base-wide. Corrective actions underway to establish specific locations.	Yes, locations vary by command	Yes, 1 deficiency in 157 compliance inspections	Yes
D.3	Established and published a special telephone service, the "Voting Action Line," to link Unit VAOs with Service VAOs.	DODD 1000.04, Para 5.2.1.12	Yes	Yes, through "one-stop" customer service toll free number	Yes, 1 deficiency in 157 compliance inspections	Yes
D.4	Provide telephone operators at every military installation with names, e-mail addresses and telephone number of Unit and Installation VAOs.	DODD 1000.4, Para 5.2.1.13	Not in hard copy; contact info provided online to all units	No, most commands do not have operators; numbers posted on unit web pages	Yes, 2 deficiencies in 157 compliance inspections	Yes, 16 of 18 VAOs inspected due to personnel turnover. Corrective actions underway.

Commanders/Installation Level Involvement

The Service Inspectors General reported their programs were compliant (see Table 5). The Service Inspectors General reported that commanders at all levels understood and supported the voting program, ensuring personnel had every opportunity to exercise their right to vote. Services added the Voting Program to their instructions/memoranda and inspection checklists, increasing the visibility and emphasizing the importance of the program.

Table 5. Commanders/Installation Level Involvement

Item	Requirement	Authority	Army	Navy	Air Force	Marine Corps
E.1	MAJCOMS, etc., continually evaluate voting programs.	DODD 1000.04 Para 5.2.1.9	Yes	Yes, also required in OPNAVINST	Yes, 3 deficiencies in 157 compliance inspections	Yes
E.2	Command-wide awareness & assistance program and activities are developed during Armed Forces Voters Week.	DODD 1000.04, Para 5.2.1.11	Yes, in most units surveyed. Units developed their programs IAW the requirement and most effective method for their unit.	Yes	Yes, 4 deficiencies in 157 compliance inspections	Yes
E.3	Written policies to support eligible military members and their dependents.	DODD 1000.04, Para 5.2.1.1	Yes, in most cases. Army will issue after action guidance.	Yes, also required in OPNAVINST	Yes, zero deficiencies in 157 compliance inspections	Yes
E.4	Installation level reviews/inspections.	DODD 1000.04, Para 5.2.1.8	Yes	Yes, also required in OPNAVINST	Yes, 1 deficiency in 157 compliance inspections	Yes
E.5	VAO's performance is documented in the Evaluation.	DODD 1000.04, Para 5.2.1.16	Yes, in most units. Army will send after action guidance to ensure compliance at all units.	Yes also required in OPNAVINST	Yes, 1 deficiency in 157 compliance inspections	Yes

Appendix A. USD (P&R) 2007 Memorandum



PERSONNEL AND
READINESS

UNDER SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

SEP 13 2007



MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS

SUBJECT: Guidance in Implementing Voting Assistance Programs

DoD Directive 1000.4, Federal Voting Assistance Program, and DoD's Voting Action Plan provide guidance to the Military Departments in implementing voting assistance programs within their Services. The guidance and direction contained within these documents should be used as a baseline and may be adjusted to meet specific requirements and cultures within each Service. In several areas the Directive and the Action Plan use the word "should" to allow flexibility for the Services in implementing their voting assistance guidance.

The revised DoD Directive 1000.4 and 2008-2009 Voting Action Plan are currently in coordination prior to signature. The following are key areas in these revisions and clarifications to existing sections:

- The Directive provides guidance regarding desired rank of Voting Assistance Officers (VAO) within a unit. This guidance is not absolute and may be modified at the Service and/or unit level to meet local conditions within the Service or unit. It is preferable to assign an enthusiastic volunteer as a VAO who is outside the rank guidance of the Directive rather than assigning a less enthusiastic member who meets the criterion. The goal is to assign quality individuals with enough authority as VAOs to get the job done.
- The Directive provides guidance regarding the ratio of VAOs to assigned members within a unit. Again, this guidance is not absolute and may be modified at the Service and/or unit level to meet local conditions. A larger unit whose members are concentrated in one locale may require fewer VAOs than a smaller unit whose members are geographically dispersed. VAOs are encouraged to have assistants where necessary. The goal is to ensure coverage regardless of location.
- The directive recommends civilians at the Installation Voting Assistance Officer level for continuity; whenever possible, assign them to be in place during the 18 month period from October 2007 through March 2009.



- The Directive requires in hand delivery of the Federal Post Card Application (FPCA) voter registration and absentee ballot request form to each member by January 15th of each calendar year. The revision of the Directive permits electronic distribution of the FPCA as long as electronic distribution is done locally and receipt of the FPCA can be verified. The goal is that all unit members be contacted either through verifiable electronic means or in-person to ensure they have received the forms. Due to the early 2008 primary elections, distributions beginning in September 2007 are encouraged.

VAO workshops will commence in September 2007 and continue into 2008. They are the most effective method to train VAOs in their duties and responsibilities. Units should make special efforts to assure attendance by VAOs who are within a reasonable distance of a scheduled workshop. Furthermore, workshops are not service-specific and should be attended by VAOs from all Services within the region regardless of the host installation.

As leaders of the Armed Services, it is our responsibility to do everything we can to ensure that our Service members and families have every opportunity to exercise their right to vote in the 2008 primary and general elections.



David S. C. Chu

Appendix B. Department of the Army Inspector General Report



SAIG-ID

DEPARTMENT OF THE ARMY
OFFICE OF THE INSPECTOR GENERAL
1700 ARMY PENTAGON
WASHINGTON DC 20310-1700

FEB 28 2011

MEMORANDUM THRU The Inspector General, US Army

FOR Department of Defense Inspector General, Attention: Inspections and Evaluations Division

SUBJECT: 2010 Annual Report of the United States Army Compliance with Department of Defense (DoD) Voting Assistance Program in accordance with US Code, Title 10, Section 1566

1. Purpose: To provide the Department of Defense Inspector General's Office an assessment of the effectiveness and compliance of the Army Voting Assistance Program (AVAP).

2. References:

a. Department of Defense Directive (DoDD) 1000.04, SUBJECT: Federal Voting Assistance Program (FVAP), 23 April 2007.

b. DoDD 1344.13, SUBJECT: Implementation of the National Voter Registration Act (NVRA), 21 November 2003.

c. Under Secretary of Defense for Personnel and Readiness (USD (P&R)) Memorandum for Secretaries of the Military Departments, SUBJECT: Guidance in Implementing Voting Assistance Programs, 19 September 2007.

d. Army Regulation 608-20, Army Voting Assistance Program (AVAP), 28 October 2004.

3. Background: Section 1566, Title 10, United States Code, "Voting assistance: compliance assessments; assistance," tasks inspectors general of the military departments to conduct annual reviews and provide an assessment of their service's compliance with the Voting Assistance Program. The assessment in this report is based on the specific Voting Assistance Program requirements outlined in 10 USC 1566, Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA), DoDD 1000.04, and DoDD 1344.13.

4. Methodology: Department of the Army Inspector General Agency (DAIG) distributed DoD inspection requirements covering all five DoD Inspector General (DoDIG) report areas required by the DoDIG Annual Report to select Army Commands (ACOMs), Army Service Component Commands (ASCCs), and direct reporting units (DRU), with instructions to further distribute the inspection requirements to their subordinate command IGs. This report includes data received in response to those distributed requirements as well as inspection data compiled during the scheduled AVAP inspection for 2010. The 2010 AVAP inspection included interviews with 77 Unit Voting Assistance Officers (UVAOs) and commanders, or the commander's designated representative, from over ten locations throughout the Army. DAIG personnel contacted 823 Soldiers/civilians and leaders through interview and sensing sessions during the inspection. Data provided by the commands in response to the distributed DoD voting assistance compliance assessments areas, and as developed as part of the 2010 AVAP inspection, is covered in the five required paragraphs A-E below.

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5. Summary of Findings: In spite of being at war for ten years, the US Army has an effective and compliant Voting Assistance Program and continues to improve the program to ensure Soldiers, civilians, Family members and Army contractors overseas are encouraged and enabled to be full participants in the election process no matter where they are. The 2010 AVAP Inspection found that the AVAP is functioning. The inspection team found that Soldiers, their Family members, and OCONUS DA civilians and contractors are given the opportunity to register and cast absentee ballots; however, the team also found that there is less command emphasis during non-federal election years and on civilians, Family members and contractors overall. Most Voting Assistant Officers (VAO) believed that the training they received was sufficient, but improvements could be made particularly to on-line training. The inspection also found that AVAP information and materials provided is effective and available via multiple means. The Army continuously evaluates and seeks ways to improve the AVAP. According to the AVAP Office, initiatives include: the appointment of 6,743 VAOs to provide assistance to Soldiers, eligible Family members and DA civilians and a special ballot return postage label allowing voters to track their completed ballot from their overseas location all the way to their local election official. Express mail service for returning ballots using these labels, during the period 1 September 2010 through 2 November 2010, was free. Since the adoption of the Military and Overseas Voter Empowerment (MOVE) Act, the Army has been appointing Installation VAOs to each installation to assist the UVAOs and to increase overall AVAP effectiveness.

6. Compliance assessments areas:

A. Personnel Assignment:

A.1. Voting Assistance Officer (VAO) assigned at the appropriate grade level (DoDD 1000.04).

Finding: All locations had VAOs assigned; however, some units did not have a VAO assigned in the appropriate grade level IAW DoDD 1000.04. The AVAP report identified policy conflicts related to the grade level requirements between the Army Regulation, the Army Voting Action Plan and the USD (P&R) memo on voting (19 September 2007). The USD (P&R) memo, reference "c" above, allows commanders to adjust the UVAO grade requirement based on local conditions, unless the service specifically establishes other rank requirements (para. 2). Army Regulation 608-20, The Army Voting Assistance Program (2004) set Army requirements by mandating the VAO be in the grade of first lieutenant or sergeant first class or above (para. 2-14a). These grade requirements are not mentioned in the Army Voting Action Plan 2010-2011 or on the Army's voting website.

Corrective Action: DAIG will send after action guidance IAW this report to the AVAP Office for them to emphasize the requirements of the AVAP and to ensure dissemination of those requirements to all commands. The AVAP Office will report to DAIG on reconciliation of the voting policies and units will report through the AVAP Office to DAIG on initiatives to meet the Army grade requirements for UVAOs as part of their follow-up requirements to the 2010 AVAP report.

A.2. UVAO assigned at level of command (DoDD 1000.04).

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Finding: Most surveyed and visited units had unit VAOs assigned at the command level. Although all units had UVAOs assigned a few commands did not have a specific individual identified as the "Command VAO." The addition of installation VAOs improved overall VAO visibility and mitigated the absence of an identified Command VAO.

Corrective Action: DAIG will send after action guidance IAW this report to the AVAP Office for them to emphasize the requirements of the AVAP and to ensure dissemination of those requirements to all commands. Units will report through the AVAP Office to DAIG on initiatives to increase visibility of UVAOs at command levels as part of their follow-up requirements to the 2010 AVAP report.

A.3. Maximum number of voters that can be represented by a VAO adhered to (DoDD 1000-04).

Finding: Most surveyed organizations did not report meeting the ratio of assigned UVAOs to persons served. The 2010 AVAP inspection found that Soldiers, their Family members, and OCONUS DA civilians and contractors are all provided information and materials, and given the opportunity to register and cast absentee ballots.

Corrective Action: DAIG will send after action guidance IAW this report to the AVAP Office for them to emphasize the requirements of the AVAP and to ensure dissemination of those requirements to all commands. Units will report through the AVAP Office to DAIG on initiatives to increase accessibility and visibility of UVAOs as part of their follow-up requirements to the 2010 AVAP inspection report.

A.4. UVAO of the rank 02/E-7 or above designated in writing for each unit of 25 or more permanently assigned members (DoDD 1000.04).

Finding: Most surveyed organizations reported having a UVAO designated in writing for each unit with 25 members or more. The AVAP Inspection report found that the AVAP is functioning. The required ratio creates a tremendous burden on larger units and though the inspection found VAOs needed to be more visible, most units had successfully task organized to ensure accessibility to voting information and materials.

Corrective Action: DAIG will send after action guidance IAW this report to the AVAP Office for them to emphasize the requirements of the AVAP and to ensure dissemination of those requirements to all commands. Units will report through the AVAP Office to DAIG on initiatives to increase accessibility and visibility of UVAOs as part of their follow-up requirements to the 2010 AVAP inspection report.

A.5. Senior Service Representative at Flag Rank Appointed (DoDD 1000.04).

Finding: The Army Senior Service representative is BG Richard P. Mustion, the Army Adjutant General, (520) 613-8000.

A.6. Senior Voting Action Officer, Military Person, 04/E8 or above, appointed (DoDD

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1000.04).

Finding: All ACOMS and most installations have a Senior VAO appointed at the appropriate grade.

A.7. Commissioned Officer authorized to administer oath.

Finding: All reporting and visited units had Commissioned Officers authorized to administer oaths.

B. Training:

B.1. VAO received training (10 U.S.C. section 1566).

Finding: Most surveyed units reported their UVAOs received training. The AVAP report noted most UVAOs were satisfied with their training but felt there was room to improve the training, particularly with the on-line courses. The AVAP report also identified that the Federal Voting Assistance Program (FVAP) on-line training program provided a certificate to verify completion but lacked a mechanism to determine understanding or mastery of the training materials.

Corrective Action: The AVAP Office will provide information on initiatives to improve their on-line training as part of their follow-up requirements to the 2010 AVAP report.

B.2. Major Command, installation, and UVAOs attend FVAP workshops during even numbered years with federal elections. For remote locations, did VAOs access FVAP website for training? Training documented at the installation or base level (DoDD 1000.04).

Finding: Most surveyed units reported that their UVAOs attended workshops during even numbered years. Workshop information is available on the AVAP web site (<https://www.hrc.army.mil/site/active/tagd/pssd/psb/votingindex.htm>) and all locations took advantage of these courses. Some responding units reported low numbers of UVAOs attending workshops during even numbered years.

Corrective Action: DAIG will send after action guidance IAW this report to the AVAP Office for them to emphasize the requirements of the AVAP and to ensure dissemination of those requirements to all commands. The AVAP Office will provide information on initiatives to improve their on-line training participation as part of their follow-up requirements to the 2010 AVAP report.

B.3. Basic Training and Command Courses emphasize and advertise voting assistance programs (DoDD 1000.04).

Finding: Major commands responsible for basic training and command course instruction reported that voting assistance information is an emphasis item for those undergoing training.

B.4. Train units preparing for deployment (DoDD 1000.04).

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Finding: Units preparing for deployment maintain their unit voting programs and provide additional voting program emphasis during the mobility process.

B.5. Recruitment office personnel are informed of policies and receive training to carry out voter registration assistance (DoDD 1344.13).

Finding: The US Army Recruiting Command reported that recruitment office personnel were informed of voting policies and received training to ensure their ability to provide appropriate voter registration and voting assistance.

B. 6. Train service members on absentee registration and voting procedures during years of federal elections (DoDD 1000.04).

Finding: Most surveyed units reported that service members receive training on absentee registration and voting procedures during federal election years. The AVAP inspection noted less command emphasis during non-federal election years.

Corrective Action: DAIG will send after action guidance IAW this report to the AVAP Office for them to emphasize the requirements of the AVAP and to ensure dissemination of those requirements to all commands. Units will report through the AVAP Office to DAIG on initiatives to increase command emphasis on their voting assistance program during non-federal election years as part of their follow-up requirements to the 2010 AVAP report.

C. Material Distribution

C.1. UVAOs hand-deliver SF76s to eligible voters by 15 January of each calendar year. Develop a system to ensure in-hand delivery (DoDD 1000.04).

Finding: A majority of responding units reported hand delivery of SF 76s by 15 January 2010. The 2010 AVAP report noted that providing materials through electronic media would be more efficient and effective as a means of distribution.

C.2. National Voter Registration Form made available to enlistees (10 U.S.C., 1566).

Finding: The US Army Recruiting Command responded that all enlistees have the National Voter Registration Form available to them.

C.3. Network established to distribute voter information. Voter registration materials (e.g. SF 186, SF 76, Voting Assistance Guide) were distributed in time to allow participation in elections (10 U.S.C., 1566, DoDD 1000.04).

Finding: Voter information is distributed through the unit voting programs, program offices and the AVAP website: (<https://www.hrc.army.mil/site/Active/TAGD/pssd/psb/votingindex.htm>.)

C.4. Special day designated for dissemination of voter information and material (10 U.S.C., 1566).

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Finding: Most surveyed units reported that they did not have a special day designated for dissemination of voter information and material. Some Soldiers interviewed during the 2010 AVAP inspection stated that voting information did not capture their attention and therefore they could not remember seeing it. Most units promoted voter awareness week and increased overall awareness by leveraging the Army Community Service Office and Family Readiness Groups. Most units, however, reported that they did not have a specific day established for voter awareness and distribution IAW DoD requirements. The Army supplements unit voting program efforts by placing voter information and awareness reminders on the Army Knowledge On-line web site and Soldier's leave and earnings statements which provides 100% message saturation to Soldiers.

Corrective Action: DAIG will send after action guidance IAW this report to the AVAP Office for them to emphasize the requirements of the AVAP and to ensure dissemination of those requirements to all commands. Units will report through the AVAP Office to DAIG on initiatives to identify a special day designated for dissemination of voter information and materials as part of their follow-up requirements to the 2010 AVAP report.

C.5. Prospective enlistees provided a DD Form 2644 "Mail Voter Registration Application" and DD Form 2645 "Voter Registration Information" (DoDD 1344.13).

Finding: The US Army Recruiting Command responded that all enlistees are provided the "Mail Voter Registration Application" and DD Form 2645 Voter Registration Information IAW DoDD 1344.13.

C.6. Recruitment offices transmit registration applications in a timely manner (DoDD 1344.13).

Finding: The US Army Recruiting Command responded that all recruitment offices transmit voting registration applications in a timely manner IAW DoDD 1344.13. Additionally, all information and materials are available on-line for immediate access.

C.7. Sufficient voting materials are on hand (DoDD 1000.04).

Finding: Most surveyed units reported that they had sufficient voting materials on hand. The 2010 AVAP report identified that voting materials were more readily available at the battalion level than at the company level. The Army also provides on-line access to voting materials.

Corrective Action: DAIG will send after action guidance IAW this report to the AVAP Office for them to emphasize the requirements of the AVAP and to ensure dissemination of those requirements to all commands. Units will report through the AVAP Office to DAIG on initiatives to increase availability of voting materials at all levels as part of their follow-up requirements to the 2010 AVAP report.

D. Communication and Information Network

D.1. A voting assistance internet homepage is maintained that includes names and links to VAOs, procedures to order voting materials, and links to other federal and state voting

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websites (DoDD 1000.04).

Finding: The Army has a robust voting assistance on-line presence (<https://www.hrc.army.mil/site/active/tagd/pssd/psb/votingindex.htm>) which includes all VAO names and numbers by state as well as links to federal voting sites and procedures for obtaining voting information and materials.

D.2. Designated location on base, installation, or ship where voting material and assistance is available (DoDD 1000.04).

Finding: Though all responding units identified that they had locations for material and information distribution, most did not report having a specific location established.

Corrective Action: DAIG will send after action guidance IAW this report to the AVAP Office for them to emphasize the requirements of the AVAP and to ensure dissemination of those requirements to all commands. Units will report through the AVAP Office to DAIG on initiatives to establish a specific location for the purpose of distributing voting materials and providing voting assistance as part of their follow-up requirements to the 2010 AVAP report.

D.3. Established and published a special telephone service, the "Voting Action Line" to link UVAOs to Service VAOs (DoDD 1000.04).

Finding: The Army has a voting action line. Some units reported that they also established their own installation line. Units were found to be assessing their material and information distribution methods for effectiveness at their locations. The 2010 AVAP report indicated that electronic media has become the medium of choice.

D.4. Provide telephone operators at every military installation with names, e-mail addresses, and telephone numbers of UVAOs (DoDD 1000.04).

Finding: Most surveyed units reported that they did not provide telephone operators at military installations with the name and contact info for UVAOs in hard copy. Units had voting information, including contact information for UVAOs, available on line.

E. Commander / Installation Level Involvement

E.1. Army Commands (ACOMs), Army Service Component Commands (ASCCs), and Direct Reporting Units (DRUs) continually evaluate voting programs (DoDD 1000.04).

Finding: All responding units reported that they continually evaluate their voting programs. Each command is responsible for an annual review of their voting assistance program and to be prepared to provide information to the Department of the Army Inspector General for inclusion into the annual Federal Voting Assistance Program report. The Army Adjutant General tracks the success of the AVAP through a monthly 'Measures of Success' report where units submit monthly statistics on VAOs, training, and voter contacts. Although the AR 608-20, Army Voting Assistance Program (2004) has not been updated as required on a three year revision cycle (IAW AR 25-30), The Army Voting Action Plan 2010-2011 provides voting assistance officers

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clear guidance for providing voter support.

Corrective Action: The AVAP Office will report to DAIG on initiatives to update the AR 608-20 as part of their follow-up requirements to the 2010 AVAP report.

E.2. Command-wide awareness and assistance programs and activities are developed during Armed Forces Voters Week (DoDD 1000.04).

Finding: Most surveyed units stated that they do provide added emphasis to voting awareness initiatives and activities during Armed Forces Voters Week. The AVAP report pointed out the unit-centric nature of the voting assistance program. UVAOs develop their program in accordance with established requirements, the Army wide Voting Action Plan and their own assessment of what is most effective for their individual units.

E.3. Written policies are developed to support eligible military members and their dependants including those deployed, dispersed, and tenant organizations (DoDD 1000.04).

Finding: Most surveyed units reported that their written policies included consideration of support to all eligible military members and their Family members including those deployed, dispersed, and tenant organizations. The 2010 AVAP report noted that program emphasis is greatest for Soldiers and less so for Family members, civilians and contractors. The Army Voting Action Plan 2010-2011 establishes that the Installation Voter Assistance Office shall be designated as a voter registration agency making the Installation VAO the commander assigned representative for providing voting assistance. This change will increase year round voter assistance support.

Corrective Action: DAIG will send after action guidance IAW this report to the AVAP Office for them to emphasize the requirements of the AVAP and to ensure dissemination of those requirements to all commands. Units will report through the AVAP Office to DAIG on initiatives to increase emphasis on support to all eligible persons including those deployed, dispersed, and tenant organizations in written policy as part of their follow-up requirements to the 2010 AVAP report.

E.4. Installation level reviews / inspections include an assessment of compliance with Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) and DoDD 1000.04 (10 U.S.C., 1566).

Finding: The AVAP report noted the Army Voting Action Plan 2010-2011 established that the Installation Voter Assistance Office is designated as a voter registration agency making the Installation VAO the commander assigned representative. The Army Adjutant General tracks the success of the AVAP through a monthly "Measures of Success" report. Each command annually monitors all DoD voting assistance program requirements for possible inclusion into the Annual Report of the US Army Compliance With DoD Voting Assistance Program.

E.5. VAO's performance is documented in the Evaluation/OERs/NCOERs (DoDD 1000.04).

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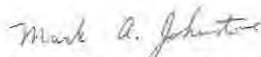
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Finding: Most surveyed units reported that VAO's performance is documented on the VAO's evaluation (OERs/NCOERs).

Corrective Action: DAIG will send after action guidance IAW this report to the AVAP Office for them to emphasize the requirements of the AVAP and to ensure dissemination of those requirements to all commands to ensure documentation of performance as a UVAO is part of each UVAO's evaluation (OER/NCOER).

7. Recommendations: DAIG has no further recommendations for correction and follow-up of the findings noted in this report. DAIG does, however, recommend review of all requirements of DoDD 1000.04. The DoDD requirements fail to take into account the use of technology, and other more efficient methods of information and material distribution (e.g. The Army notifies 100% of its Soldiers of absentee voting opportunities through Army Knowledge on-line (AKO) and provides reminders on Leave and Earnings Statements (LES) which also reach 100% of Soldiers and most spouses as well). The requirement to establish a ratio of 1-25 for maximum number of voters who can be represented by a VAO (A.3) is an example of an outdated requirement that creates an unnecessary burden on units. Given that our Army has been at war for the past nine years, it is especially important to eliminate unit requirements that are no longer necessary.

8. The point of contact for this report is Mr. Mike Shannon DAIG Inspections Division, at 703-601-1100.



MARK A. JOHNSTONE
COL, IG
Chief, Inspections Division

Appendix C. Department of the Naval Inspector General Report



DEPARTMENT OF THE NAVY
NAVAL INSPECTOR GENERAL
1254 9TH STREET SE
WASHINGTON NAVY YARD DC 20374-5006

IN REPLY REFER TO:

1742
Ser N39/0081
7 Feb 11

From: Naval Inspector General
To: Department of Defense Inspector General
Subj: REPORT OF ASSESSMENT OF NAVY VOTING ASSISTANCE PROGRAM
FOR CY 2010
Ref: (a) DoD Directive 1000.04 of 14 April 2004
(b) OPNAVINST 1742.1B of 15 May 2007
(c) DoD Inspector General Memo of 8 November 2010
Encl: (1) Self-assessment Checklist for Voting Assistance
Officers (OPNAVINST 1742.1B)

1. Background. Public Law 107-107, 28 December 2001, Title XVI, Section 1601(c), Uniform Service Voting, tasked Inspectors General of the Military Departments to conduct annual reviews and provide an assessment of their service compliance with the Voter Assistance Program. The assessment in this report is based on the 2008 Voter Assessment Program requirements outlined in Public Law 107-107, UOCAVA, DODD 1334.13, and reference (a).

2. Methodology. The Naval Inspector General (NAVINGEN) used a triangulation methodology during CY 2010's scheduled Area Visits and Command Inspections to independently assess compliance with reference (b). Methods included web-based surveys, on-sight interviews with Voting Assistance Officers (VAO), and program reviews. The Self-assessment Checklist for Voting Assistance Officers, enclosure (1), guided the inspection process.

a. Additionally, NAVINGEN utilized the continuous monitoring oversight and data collection capability of the Voting Information System Management (VIMS) managed by the Senior Navy Voting Representative (SNVR) (Commander, Naval Installation Command (CNIC)) to inform departmental level visibility regarding NAVAP program compliance and to review a selective sample of approximately 30% (e.g., 444 commands) of all echelon-rated commands listed in the Standard Naval Distribution List (SNDL) for compliance with key program elements.

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FOR CY 2010

b. The NAVINSGEN overall NVAP compliance assessment is based on our direct findings from three Echelon II Command Inspections, four Area Visits, and assessment of the Department's Voting Assistance Program structure. Of the seven inspections/area visits two were OCONUS. While minor discrepancies are routinely found and corrected at Echelon II or command inspections, it is our principal concern that program structural mechanisms are in place to continue to identify through self or higher echelon inspections/assessments both risks and opportunities in the NVAP.

c. The effectiveness determination is based on:

(1) Web-based survey results from 10,492 respondents, to three voting related questions. The surveys are administered in conjunction with NAVINSGEN Command Inspections and Area Visits.

(2) A subjective evaluation of departmental level initiatives, outreach, and campaigns, which include such things as NAVADMINs; validity, accuracy, and connectedness of key departmental websites; innovative public relations and media efforts; and leadership emphasis.

3. Discussion. Per reference (c) the following information is provided in support of this assessment.

a. Personnel Assignment:

(1) VAO assigned at the appropriate grade level. (DODD 1000.04)

Response: 389 of 444 (88%) of VAOs and UVAO were assigned at the appropriate grade level.

(2) UVAO assigned at level of command. (DODD 1000.04)

Response: All commands assessed had UVAO assigned at the appropriate level of command.

(3) Maximum number of voters that can be represented by VAO adhered to (DODD 1000.04)

Response: All units assessed were in compliance.

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FOR CY 2010

(4) UVAO of the rank O-2/E-7 above designated in writing for each unit of 25 or more permanently assigned members. (DODD 1000.04)

Response: 386 of 444 units assessed (87%) had UVAO designated in writing.

(5) Senior Service Voting Representative at Flag Rank or civilian equivalent appointed. (DODD 1000.04)

Response: VADM Michael C. Vitale, Commander, Navy Installations Command, was assigned as the Navy Senior Voting Action Officer (SVAO) for 2010.

(6) Service Voting Action Officer, military person, O-4/E-8 or above or civilian equivalent, appointed. (DODD 1000.04)

Response: LCDR Susan Otto (O-4) has been assigned as the Navy Service Voting Action Officer (SVAO) since 01 December 2009. Mr. Dave Stevens, CNIC Training Division, is the Assistant SVAO and has also served as interim SVAO for several extended periods. He is of the designated paygrade.

(7) Commissioned Officer authorized to administer oath. (UOCAVA)

Response: Per OPNAVINST 1742.1B, para 4i(12), VAOs at all levels are authorized to administer oaths in connection with voter registration and voting.

b. Training:

(1) VAO/UVAO received training. (Public Law 107-107)

Response: 402 of 444 (91%) received training.

(2) MAJCOM, Installation and UVAO attended FVAP workshop during even numbered years with Federal elections. For remote locations did VAO access FVAP website for training? Training documented at the installation or base level. (DODD 1000.4)

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Response: 317 of 444 (71%) received training within the past 2 years. 7 of 7 (100%) of the NAVINSGEN Echelon II Command Inspections and Area Visits demonstrated retaining training documentation as required.

(3) Basic training and command courses emphasize and advertise the voting assistance program. (DODD 1000.04)

Response: All recruits attending Naval Training Center Great Lakes (boot camp) receive a 30-minute absentee voting brief as part of their training.

(4) Training units preparing for deployment. (DODD 1000.04)

Response: Absentee voting procedures are covered in the POM (Pre-Overseas Movement) checklist for deploying units. The Expeditionary Combat Readiness Center provides briefings and forms to all personnel and units deploying under the Navy Expeditionary Combat Command (NECC). This includes Navy Individual Augmentees (IA), Global War on Terror Support Assignment (GSA), In Lieu Of (ILO) individuals and provisional units deploying for non-traditional expeditionary missions in support of the Global War on Terrorism.

(5) Recruitment offices personnel informed of policies and received training to carry out voter registration assistance. (DODD 133.13)

Response: Recruiting personnel at the 9 of 9 (100%) recruiting commands included in the assessment had completed required training, 8 of the 9 (89%) within the last 24 months.

(6) Train service members on absentee registration and voting procedures during years of Federal elections. (DODD 1000.04)

Response: Per OPNAVINST 1742.1B, UVAOs are required to conduct training at the unit level. Absentee registration and voting procedures are mandatory topics in command indoctrination course.

c. Material Distribution

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(1) UVAOs hand deliver SF76s to eligible voters by 15 January 2010. Develop a system to ensure. (DODD 1000.04)

Response: OPNAVINST 1742.1B requires VAOs at all level comply report in VIMS completion by 15 January of each calendar year and 15 August of even number year; 359 of 444 (81%) reported completion.

(2) National Voter Registration form made available to enlistees. (PL 107-107)

Response: Every recruit attending boot camp at Navy Training Center Great Lakes is given the opportunity to register to vote following a 30-minute absentee voting brief.

(3) Network established to distribute voter information. Voter registration materials (SF 186 Federal write-in Absentee ballots, Standard Form 76, Federal Post Card Application, Voting Assistance Guide, etc.) were distributed in time to allow participation in elections. (PL 107-107 & DODD 1000.04)

Response: Materials are distributed both electronically and in hard copy. Registration materials are also available on line at www.fvap.gov or on the NVAP web site at http://www.cnic.navy.mil/CNIC_HQ_Site/WhatWeDo/FleetandFamilyReadiness/FleetReadiness/SpecialInterestPrograms/NavyVotingAssistanceProgram/index.htm. E-mail request may also be sent to the Navy Voting Action Officer at vote@navy.mil.

(4) Special day designated for dissemination of voter information and material. (PL 107-107)

Response: Navy accomplished this requirement in conjunction with Armed Forces Voting Week (28 June 2010-7 July 2010) and with Absentee Voting Week (27 September 2010-4 October 2010).

(5) Prospective enlistees provided a DD Form 2644 "Mail Voter Registration Application" and DD Form 2645 "Voter Registration Information." (DODD 1344.13)

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Response: DD Form 2644 has been replaced by Standard Form 76. This form and information are distributed by recruiters to prospective enlistees.

(6) Recruiting offices transmit registration application in a timely manner. (PL 107-107)

Response: Per Commander, Naval Recruiting Command, applications are submitted in a timely manner.

(7) Sufficient voting materials are on hand. (DODD 1000.04)

Response: All units assessed had indicated that adequate forms were on hand and/or that access to electronic forms was available.

d. Communication and Information Network

(1) Voting Assistance internet homepage is maintained that includes names and links to VAOs, procedures to order voting materials and links to other Federal and state voting websites. (DODD 1000.04)

Response: VAOs may access the non-secure web site at www.fvap.gov or go to the Navy Voting site at http://www.cnic.navy.mil/CNIC_HQ_Site/WhatWeDo/FleetandFamilyReadiness/FleetReadiness/SpecialInterestPrograms/NavyVotingAssistanceProgram/index.htm. The Navy webpage includes contact information for the NVAP and a dedicated e-mail to the Navy Voting Action Officer at vote@navy.mil. DoD security measures do not allow names and/or personal email or information to be published on the webpage. The Navy Voting page provides procedures and links to Federal voting websites, and provides information on how to order material.

(2) Designated location on base, installation, or ship where voting material & assistance is available. (DODD 1000.04)

Response: Yes. Location varies according to command. In addition to providing posters, brochures and forms in common areas, VAOs are using electronic bulletin boards and banners at installation gates, working with Liberty Centers, Fleet & Family

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Readiness Centers, and Spouse Clubs, and posting deadline posters for mailing absentee materials and obtaining supplies at base post offices. NVAP is also assisting in setting up partnerships with Navy Ombudsmen and coordinating outreach support provided by and at Commissaries and Navy Exchanges.

(3) Established and published a special telephone service, the "Voting Action Line," to link UVAOs with SVAOs. (DODD 1000.04)

Response: Yes. All calls are routed through the toll-free "One-Stop" Customer Service Center at (866) 827-5672.

(4) Provide telephone operators at every military installation with names, email addresses and telephone number of UVAOs and IVAOs. (DODD 1000.04)

Response: Most commands do not have telephone operators. Units post links to VAOs on their unit Web pages or publish UVAO information via the command's collateral duty list or Plan of Day/Week. Additionally, the Navy Voting webpage includes a dedicated email address and phone number to the NVAP where VAO/UVAO contact information can be requested.

e. Commander/Installation Level Involvement

(1) MAJCOMs, etc., continually evaluate voting programs. (DODD 1000.04)

Response: Reference (b) requires Commander, Commanding Officers, and Officers in Charge to provide for the continuing evaluation of their command and subordinate command's voting programs.

(2) Command-wide awareness & assistance program and activities are developed during Armed Forces Voters Week. (DODD 1000.04)

Response: Resources are available from FVAP and the Navy Voting Headquarters for local implementation. Additionally, NVAP sponsored installation activities, such as promotion trailers shown at Navy theaters (CONUS and OCONUS), augment command awareness.

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(3) Written policies are developed to support eligible military members and their dependents, including those deployed, dispersed, and tenant organizations. (DODD 1000.04)

Response: Yes. Policy is contained in reference (b).

(4) Installation level reviews/inspections include an assessment of compliance with UOCAVA and DODD 1000.04. (PL 107-107)

Response: Yes. These requirements have been incorporated into reference (b) and its self-assessment checklist enclosure.

(5) VAO's performance is documented in the evaluation/FITREPs. (DODD 1000.04)

Response: Yes. VAOs interviewed reported VAO collateral duty performance is documented in Evaluations or Fitness Reports, as applicable.

4. Findings. NAVINSGEN finds the NVAP compliant with references (a) and (b) and effective. While minor discrepancies are routinely found and corrected during command inspections and area visits, it is our principal concern and Congress' intent that Navy personnel are provided the means and opportunity to vote. The results of our inspections/area visit surveys indicates only 5% of Navy personnel do not vote because they are not given the means or have the knowledge to do so.

a. The following minor discrepancies are noted against Service component specific requirements of reference (b):

(1) Issue: The NVAP was not structured such that Regional Voting Assistance Officer (RVAO) and Installation Voting Assistance Officers (IVAO) can effectively perform duties as required by reference (b), para 4f(1)-(6) and para 4g(1)-(6), respectively.

Corrective Action: The system upgrade and utilization of VIMS has created the ability for the NVAP office to gain direct visibility into and continuously monitor VAP performance metrics down to the Unit Identification Code (UIC). NAVP is in the

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process of considering revision to reference (b) to reflect process efficiencies gained from knowledge management investments.


(2) Issue: Echelon II and Command level voting assistance program evaluations are not being performed, retained, and submitted in accordance with reference (b), para 4e(3) and para 4i(14), respectively.

Corrective Action: NAVINSGEN will emphasize through Echelon II Inspectors General and the SVAO through the voting program, the need to ensure the VAP is conducted in accordance with reference (b).

(3) Issue: Required VAO training is not being performed as required in accordance with reference (b), para 4i(1).

Corrective Action: NAVINSGEN recognizes NVAP placed a significant emphasis on VAO training in CY2010. As such 71% of the population included in NAVINSGEN CY2010 program assessment methodology had completed the required VAO training as required. Continued promotion of the on-line training option will help ensure afloat and remote units stay in compliance with reference (b), para 4i(1).

5. My point of contact for this report is LCDR Nicole Chambers at DSN 288-6641 or Comm (202) 433-6641.


ANDREA BROTHERTON
Deputy

Copy to:
CNIC HQ, N9

2010 Evaluation of the DoD Federal Voting Assistance Program
March 22, 2011 Report No. SPO-2011-006

OPNAVINST 1742.1B

15 May 07

SELF ASSESSMENT CHECKLIST FOR VOTING ASSISTANCE OFFICERS

ALL VAOs

1. Is the Voting Assistance Officer (VAO) of the appropriate rank/grade? Y/N
2. Is the VAO designated in writing? Y/N
3. Does the VAO have electronic or hard copies of:
 - a) the current Federal Voting Assistance Guide Y/N
 - b) SF-76, Federal Post Card Application? Y/N
 - c) SF-186, Federal Write-in Absentee Ballot? Y/N
4. Has the VAO registered current command information in the Voting Information Management System database? Y/N
5. Has the VAO completed VAO training? Y/N
6. Did the VAO develop comprehensive command-wide voting awareness, assistance, and activities? Y/N
7. Did the VAO ensure and track that all service members received at least one training period devoted to absentee registration and voting annually? Y/N
8. Is the VAO included on the Command Check-in sheet and Command Indoctrination? Y/N
8. Has the VAO ensured the command telephone directory includes the telephone numbers for VAOs?
9. Did the VAO ensure that there was adequate voting assistance access to the internet, fax, or toll-free phone for all service members, their families, and Department of Defense (DOD) employees? Y/N
10. If required, did the command establish a well-advertised and fixed location where absentee voting materials and assistance are available? Y/N
11. Is there a system in place to track the VAO's in-hand delivery of the SF-76 to all service members, their family members, and DOD employees? Y/N
12. Did the VAO have adequate time to perform their duties? Y/N

ENCL(1)

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Additional for Installation VAOs:

1. Did the Installation VAO ensure VAOs were assigned to all local and tenant commands and geographically separated units? Y/N
2. Did the Installation VAO ensure all unit VAOs were adequately trained? Y/N

Additional for Regional VAOs:

1. Did the Regional VAO ensure VAOs were assigned to all installations? Y/N

Additional for Echelon II VAOs:

1. Did the Echelon 2 VAO ensure that VAOs at subordinate commands have adequate levels of voting materials? Y/N

ENCL(1)

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DEFINITIONS

1. Assistant Voting Assistance Officer (AVAO). A service member in any pay grade designated to assist the Unit or Installation Voting Officer in the discharge of voting duties.
2. Eligible Voter. A Uniformed Services voter is defined as active duty members of the Uniformed Services or Merchant Marines, including family members, who are absent from the place of residence where they are otherwise qualified to vote, or an "overseas voter" defined as an absent Uniformed Services voter who, by reason of active duty or service, is absent from the United States on the date of the election involved, or persons who reside outside the United States and are qualified to vote in the last place in which they were domiciled before leaving the United States, or persons who reside outside the United States and (but for such residence) would be qualified to vote in the last place in which they were domiciled before leaving the United States.
3. Federal Office. The Office of the President and the Vice President; Presidential Elector; Member of U.S. Senate, Member of U.S. House of Representatives; Resident Commissioner from Commonwealth of Puerto Rico; or Delegate from American Samoa, District of Columbia, Guam, or the Virgin Islands.
4. Installation Voting Assistance Officer (IVAO). A uniformed service member or civilian O4/GS-12 or above responsible for voter communication of all units stationed within or attached to the installation.
5. Local Election. An election for candidates for a local office, such as municipal, county, township or village elections, or referendums of local interest.
6. Navy Voting Action Officer (NVPM). An individual assigned by the Senior Navy Voting Representative, GS-12 or above or a service member in pay grade O4/E8 or above who manages the NVAP.

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7. Senior Navy Voting Representative (SNVR). A uniformed officer of general or flag rank responsible for implementation and management of the NVAP.

8. Official Survey. A survey of citizens covered under reference (b) as required for report to the President and Congress.

9. Poll. Any request for information, which requires or implies the necessity of an answer, with the intent being to report or publish compiled results of the answers obtained.

10. State Election. Any election held solely, or in part, for selecting, nominating, or electing any candidate for any State office, such as governor, lieutenant governor, attorney general, or State legislator, or on issues of Statewide interest.

11. Unit Voting Assistance Officer (UVAO). A service member in pay grade O2/E7/GS-7 or above responsible for the unit or command levels voting assistance program.

12. Voting Residence. The legal residence or domicile in which the voter is registered to vote.

Appendix D. Department of the Air Force Inspector General Report

2010 Air Force Inspector General's Inspection Report Federal Voting Assistance Program



Background: Inspectors General (IG) of the Military Departments are tasked to conduct annual Voting Assistance Program (VAP) reviews and provide an assessment of their service compliance with the program. The following report is based on assessments of the Voter Assistance Program requirements outlined in 10 USC 1566, Public Law 107-107, Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA), DoD Directive 1000.4, and DOD Directive 1344.13.

Methodology: The Air Force inspected the Federal Voting Assistance Program (FVAP) at all levels during Compliance Inspections (CI). Evaluations were made by conducting personal interviews with installation voting assistance officers (IVAO) and unit voting assistance officers (UVAO), reviewing program implementation and management, and visiting units at the installation level.

Findings

A. Personnel Assignment

1. VAO assigned at the appropriate grade level (DODD 1000.04):

IG TEAM	Unit/ Installation	Deficiency
AFIA	AFCFA, Arlington, VA	Appointment letter not signed by executive director
AFRC	944 FW, Luke AFB, AZ	Voting Assistance program was not compliant. Unit VAOs were not appointed or trained

2. UVAO assigned at level of command (DODD 1000.04):

IG TEAM	Unit/ Installation	Deficiency
USAFE	AVIANO AB, ITALY	One of twenty nine UVAOs was appointed by a section CC, not by the unit CC

3. Maximum number of voters that can be represented by VAO adhered to: No deficiencies found.

4. UVAO of the rank O2/E-7 above designated in writing for each unit of 25 or more permanently assigned members (DODD 1000.4):

IG TEAM	Unit/ Installation	Deficiency
USAFE	AVIANO AB, ITALY	The IVAO did not update the list of assigned personnel as changes occurred
AMC	733 AMS, Kadena AB, Japan	Commander did not ensure Unit Voting Assistance Officers (UVAO) were at least O-2/E-7 or above

5. Senior Service Representative at Flag Rank appointed (DODD 1000.4): No deficiencies found.
6. Senior Voting Action Officer. Military person, 04/E8 or above, appointed (DODD1000.4): No deficiencies found.
7. Commissioned Officer authorized to administer oath. (UOCAVA): No deficiencies found.

B. Training

1. VAO received training (Public Law 107-107):

IG TEAM	Unit/ Installation	Deficiency
PACAF	51 Fighter Wing, Osan AB, Korea	Absentee voters' registration briefing and training were not documented
AETC	47 th Flying Training Wing, Laughlin AFB, Texas	IVAO could not provide documentation of training for UVAO in Logistic Readiness Division
AFIA	AFAMS, Orlando, FL	UVAO did not assist the installation voting officer with Armed Forces Voters Week
AFIA	AFAMS, Orlando, FL	IVAO after-action report reflected AFAMS data; however, no documentation of specific data provided to IVAO
AFSPC	Space Innovation & Development Center, Schriever AFB, CO	<ul style="list-style-type: none"> - Failed to maintain a copy of the Voting Assistance Guide -Failed to demonstrate the knowledge on how to assist a newly assigned member to the unit with voter registration via the Standard Form 76 - Failed to demonstrate knowledge on upcoming primary or general elections - Failed to update assigned personnel listing as changes occurred
AFIA	AFSVA, San Antonio, TX	UVAO did not file after-action report and lessons learned
AFIA	AFFSC, Ellsworth AFB, SD	No evidence UVAO filed after-action report and lessons learned in 2008

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AFIA	AFFSC, Ellsworth AFB, SD	No evidence all military members received briefing, training or information period in 2008
AFIA	AFCEA, Tyndall AFB, FL	Required notifications for September 2008 and January 2009 not documented and January 2010 notification was late-- REPEAT
AFIA	AFCEA, Tyndall AFB, FL	UVAO did not file after-action report and lessons learned
AFIA	AFCAA, Arlington, VA	UVAO did not make the required notifications by 15 September 2008, by 15 January 2009, or by 15 January 2010 REPEAT
AMC	19 AW, Charleston AFB, SC	There was no process to ensure UVAOs assisted individuals needing help reading or understanding English language material and provide assistance in the individual's appropriate language
AMC	19 AW, Charleston AFB, SC	An end-of-year report on installation goals and results was not submitted for 2009

2. MAJCOM, installations and UVAO attend FVAP workshop during even numbered years with Federal elections. For remote locations did VAO access FVAP website for training. Training documented at the installation or base level (DODD 1000.4):

IG TEAM	Unit/ Installation	Deficiency
AFIA	AFSVA, San Antonio, TX	Although all military members received a briefing on 5 February 2010, evidence did not exist that a 2008 briefing, training or information period took place
AFIA	AFSVA, San Antonio, TX	Although a training workshop was available in the local area after current UVAO was appointed, UVAO did not attend
AFIA	AFSVA, San Antonio, TX	Required notifications for 2008 and 2009 not documented, 2010 notification was late
AFIA	AFCEA, Tyndall AFB, FL	Although a training workshop was available at Eglin AFB, UVAO did not attend
AFIA	AFAMS, Orlando, FL	UVAO accomplished online workshop rather than attending workshop at Patrick AFB

AFIA	AFCAA, Arlington, VA	Although several training workshops were available in the local area after current UVAO was appointed, UVAO did not attend; no evidence previous UVAO attended workshop in REPEAT
AFRC	301 FW, Carswell NAS, TX	Unit Voting Assistance Officers (UVAO) were not trained
PACAF	51 Fighter Wing, Osan AB, Korea	Absentee voters' registration briefing and training were not documented

3. Basic training and command courses emphasize and advertise voting assistance programs (DODD 1000.4): No deficiencies found.

4. Train units preparing for deployment (DODD 1000.4):

IG TEAM	Unit/ Installation	Deficiency
USAFE	Lakenheath AB, UK	The UVAOs did not provide assistance to PCSing members (in and out) (USC 111-84)
AFIA	AFPSA, Oklahoma City, OK	UVAO provided assistance to personnel PCSing in, but not to those PCSing out or to those deploying or returning from deployment
AFRC	301 FW, Carswell NAS, TX	VAO did not ensure deploying personnel for 30 or more days were briefed on the absentee voting process
AMC	19 AW, Charleston AFB, SC	No defined or standardized process existed to ensure all personnel deploying were briefed on the absentee voting process and afforded the opportunity to complete a Standard Form 76, Federal Post Card Application

5. Recruitment offices personnel informed of policies and received training to carry out voter registration assistance (DODD 1344.13): No deficiencies found.

6. Train service members on absentee registration and voting procedures during years of Federal elections (DODD 1000.4):

IG TEAM	Unit/ Installation	Deficiency
AETC	82d Training Wing, Sheppard AFB, Texas	IVAO did not brief on absentee voting process at INTRO programs (newcomer's orientation)
AFIA	AFSVA, San Antonio, TX	UVAO did not consistently provide personnel with absentee voting information for their home states before 2010

AFIA	AFCAA, Arlington, VA	UVAO did not make the required notifications by 15 September 2008, by 15 January 2009, or by 15 January 2010 REPEAT
AMC	19 AW, Charleston AFB, SC	Briefings on the absentee voting process were not conducted at Individualized Newcomer Treatment and Orientation programs (INTRO)
AFRC	910 AW, Youngstown-Warren ARS, OH	Installation Voting Assistance Officer did not ensure 100% of new personnel were informed on the voting assistance program within 30-60 days of assignment
AFRC	301 FW, Carswell NAS, TX	VAO did not provide voting assistance through one-on-one contact with personnel newly assigned ensuring 100% within 30-60 days

C. Material Distribution

1. UVAOs hand-deliver SF76s to eligible voters by ///date///. Develop a system to ensure (DODD 1000.4):

IG TEAM	Unit/ Installation	Deficiency
AFSPC	14 AF, Vandenberg AFB, CA	Failed to deliver the Standard Form 76, Federal Post Card applications, to unit personnel and their dependants between 1-15 Jan 10
AFSPC	614 AOC, Vandenberg AFB, CA	Failed to deliver the Standard Form 76, Federal Post Card applications, to unit personnel and their dependants between 1-15 Jan 10
AFSPC	30 SW, Vandenberg AFB, CA	30 SCS UVAOs did not deliver the Standard Forms 76, Federal Post Card Applications, to unit personnel and their dependants between 1-15 Jan 10
AFSPC	Space Innovation & Development Center, Schriever AFB, CO	Failed to deliver the Standard Form 76, Federal Post Card Applications, to unit personnel and their dependants between 1-15 Jan 10
AFSPC	Space Innovation & Development Center Schriever AFB, CO	3 SES UVAO did not obtain and display an election calendar listing primary and general election schedules

AFSPC	688 IOW, Lackland AFB, TX	688 IOW UVAOs across the wing failed to deliver the Standard Forms 76, Federal Post Card Applications, to unit personnel and their dependents between 1-15 January 2010 and 1-15 July 2010
AFSPC	688 IOW, Robins AFB, GA	689 CCW UVAOs across the wing failed to deliver the Standard Forms 76, Federal Post Card Application, to unit personnel and their dependents between 1 - 15 January 2010 and 1 - 15 July 2010
AFSPC	Space Logistics Group, Peterson AFB, CO	SLG Voting Assistance Officer did not deliver the Standard Forms 76, Federal Post Card Applications, to unit personnel and their dependants between 1 - 15 July 2010
AFSPC	Space Logistics Group, Peterson AFB, CO	The SLG UVAO did not obtain and display an election calendar listing primary and general election schedules
AFIA	AFSFA, Oklahoma City, OK	UVAO did not develop a system to ensure in-hand delivery of SF 76 to all eligible voters by suspense dates
AFIA	AFSVA, San Antonio, TX	Notice of SF 76A availability and delivery of forms not made in January 2009 Unit Voting Assistance Officer (UVAO) did not make the required notifications by 15 September 2008 or by 15 January 2009 and did not deliver (nor verify delivery of) SFs 76 with the notification on 15 January – REPEAT

2. National Voter Registration form made available to enlistees (PL 107-107):

IG TEAM	Unit/ Installation	Deficiency
AFSPC	50 SW, Schriever AFB, CO	2 SOPS UVAO did not ensure all newly assigned squadron personnel received an initial voting information briefing

3. Network established to distribute voter information. Voter registration materials (SF 186 Federal write-in absentee ballots, Standard Form 76, Federal Post Card Application, Voting Assistance Guide, etc) were distributed timely to allow participation in elections (Public law 107-107 & DODD 1000.4):

IG TEAM	Unit/ Installation	Deficiency
AFSPC	14 AF Vandenberg AFB, CA	<ul style="list-style-type: none"> - Failed to maintain a copy of the Voting Assistance Guide -Failed to obtain and display an election calendar listing primary and general elections; - Failed to demonstrate knowledge on upcoming primary and general elections - Failed to demonstrate knowledge on voter registration and absentee ballot deadlines
AFSPC	Space Innovation & Development Center, Schriever AFB, CO	Failed to display election calendars and motivational posters for unit personnel
AFSPC	614 AOC Vandenberg AFB, CA	<ul style="list-style-type: none"> - Failed to maintain a copy of the Voting Assistance Guide -Failed to obtain and display an election calendar listing primary and general elections; - Failed to demonstrate knowledge on upcoming primary and general elections - Failed to demonstrate knowledge on voter registration and absentee ballot deadlines
AFIA	AFFSC, Ellsworth AFB, SC	No evidence previous UVAO provided personnel with absentee voting information for home states
AFIA	Arlington, VA	Although UVAO provided scheduled state election dates, UVAO did not provide emerging state information via Federal Voting Assistance Program (FVAP) News Release e-mails

4. Special day designated for dissemination of voter information and material (Public Law 107-107): No deficiencies found.
5. Prospective enlistees provide a DD Form 2644 "mail Voter Registration Application" and DD Form 2645 "Voter registration Information (DODD 1344.13):

IG TEAM	Unit/ Installation	Deficiency
AETC	82d Training Wing Sheppard AFB, Texas	IVAO did not provide registration materials at INTRO programs (newcomer's orientation)
AFSPC	14 AF, Vandenberg AFB, CA	<ul style="list-style-type: none"> - Failed to maintain a copy of the Voting Assistance Guide - Failed to obtain and display an election calendar listing primary and general elections - Failed to demonstrate knowledge on upcoming primary and general elections - Failed to demonstrate knowledge on voter registration and absentee ballot deadlines

6. Recruitment offices transmit registration applications in a timely manner (DODD1344.13): No deficiencies found.

7. Sufficient voting materials are on-hand (DODD 1000.4): No deficiencies found.

IG TEAM	Unit/ Installation	Deficiency
AMC	19 AW, Charleston AFB, SC	Voting registration materials and information were not continually available at a well-advertised and fixed location on the installation

D. Communication and Information Network

1. Voting Assistance internet homepage is maintained that includes names and links to VAOs, procedures to order voting materials and links to other Federal & State voting websites (DODD 1000.4): No deficiencies found.

2. Designated location on base, installation, or ship where voting material & assistance is available (DODD 1000.4):

IG TEAM	Unit/ Installation	Deficiency
USAFE	Aviano AB, Italy	A general lack of public advertisement/awareness was noted throughout the installation

3. Established and published a special telephone service, the "Voting Action Line," to link UVAOs with SVAOs (DODD 1000.4):

IG TEAM	Unit/ Installation	Deficiency
AFSPC	17 TRW, Goodfellow AFB, TX	IVAO did not establish an adequate voting action telephone line

4. Provide telephone operators at every military installation with names, e-mail addresses and telephone number of UVAOs and IVAOs (DODD 1000.4):

IG TEAM	Unit/ Installation	Deficiency
AFMC	96 ABW, Eglin AFB	96 ABW IVAO did not provide the base operator with name, email address and telephone number of IVAO and other key unit counselors
AFSPC	50 SW, Schriever AFB, CO	IVAO did not provide the base operator with the name of the current IVAO

E. Commanders/Installation Level Involvement

1. MAJCOMS, etc., continually evaluate voting programs (DODD 1000.4):

IG TEAM	Unit/ Installation	Deficiency
AFSPC	595 OSS, Schriever AFB, CO	UVAO failed to properly administer the Unit Voting Assistance Program
AFIA	AFAMS, Orlando, FL	Publicizing importance of early action accomplished but not during Armed Forces Voters Week
ACC	355 FW, Davis-Monthan AFB, AZ	Installation Voting Assistance Officer did not consistently submit quarterly reports. (Ref: Air Force Voting Plan, Para 3.i.8)

2. Command-wide awareness & assistance program and activities are developed during Armed Forces Voters Week (DODD 1000.4):

IG TEAM	Unit/ Installation	Deficiency
AFIA	AFFSC, Ellsworth AFB, SD	No evidence UVAO assisted the IVAO with Armed Forces Voters Week in 2008
AFIA	AFSVA, San Antonio, TX	UVAO did not assist the installation voting officer with Armed Forces Voters Week
AFIA	AFCESA, Tyndall AFB, FL	UVAO did not assist the IVAO with Armed Forces Voters Week
AFIA	AFFSA, Oklahoma City, OK	UVAO did not assist IVAO with Armed Forces Voters Week in 2008

3. Written policies are developed to support eligible military members and their dependents including those deployed, dispersed, and tenant organizations (DODD1000.4): No deficiencies found.

4. Installation level reviews/inspections include an assessment of compliance with UOCAVA and DODD 1000.4 (Public Law 107-107):

IG TEAM	Unit/ Installation	Deficiency
AFSPC	50 SW, Schriever AFB, CO	- 50 SW IVAO did not effectively manage the Voting Assistance Program - IVAO did not maintain a copy of the current appointment letter for each assigned UVAO - IVAO did not maintain a copy of the current training form for each assigned UVAO

5. VAO's performance is documented in the EPRs/OERs as appropriate (DODINST 1000.4):

IG TEAM	Unit/ Installation	Deficiency
AMC	437 AW, Charleston AFB, SC	No defined process existed to validate Installation Voting Assistance Officer (IVAO)/Unit Voting Assistance Officer (UVAO) duties of the Voting Program were included in all performance reports REPEAT

Findings:

a. Personnel. All inspected Air Force FVAPs were implemented and well managed with only four deficiencies. The AFCAA's appointment letter was not signed by the executive director. The 944 FW did not appoint or train UVAOs. USAFE had a UVAO that was appointed by a section commander and not the unit commander. They also did not update the list of assigned personnel as changes occurred. With AMC, one of the wing commanders did not ensure the UVAOs were at least O-2/E-7 or above. All deficiencies have been corrected and annotated according to the AFL.

b. Training. Five units noted after-action reports and lessons learned were not filed. Several UVAOs did not attend training workshops that were made available to them. It was also noted that members were not trained prior to their deployments, nor were they trained on absentee registration and voting procedures. To prevent members from being overlooked during training on deployments, absentee registration and voting procedures, VAOs and UVAOs have developed programs to ensure deployment briefings, voting notifications and training are available and provided to all.

c. Material Distribution. Deficiencies in this category indicate that VAP representatives are providing the SF-76's, but sometimes not on the appropriate timeline or not ensuring 100% in-hand compliance. In each case, the inspector indicated that the voting officer developed a corrective action plan to ensure delivery of SFs 76 to members.

d. Communication and Information Network. Four findings were identified; two were due to base operators unable to provide telephone numbers from the IVAO. In one instance, the IVAO was unaware of the requirement. As a result, the installation switched from live operator to an automated system. The IVAO worked with base operators to ensure callers reached the automated system, which provided Voting information and POCs. Another finding indicated there was not a designated location for voting material. The IVAO posted a voting assistance link on the base web page and distributed advertisements throughout the installation. The last finding revealed an IVAO did not establish an adequate voting action telephone line. The wing currently has an action line. Overall, the Air Force compliance with the Communication and Information Network requirements was strong.

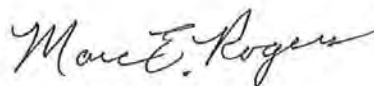
e. Commanders/Installation Level Involvement. Several IG teams identified an increased emphasis on the voting program and associated requirements at all levels of command. The deficiencies in this category do not indicate any service-wide trends or major problems. The highly critical nature of the deficiencies in this category indicates that the MAJCOMS are holding the bar high, and vigorous involvement at the installation and command levels exist.

Summary:

The USAF Voting Assistance Program is effective and remains compliant. The above deficiencies were identified during the Air Force's 157 compliance inspections conducted during CY2010. All identified deficiencies have been corrected and annotated in accordance with Air Force Instruction (AFI) 36-3107, Voting Assistance Program and AFI 90-201, Inspector General Activities. The overwhelming majority of Air Force wings and installations have effectively implemented USC, DOD policy, directives, and procedures establishing viable Federal Voting Assistance Programs. The Air Force was consistent in emphasizing the importance of each Airman exercising the right to vote.

Recommendations: None.

If you have questions or require additional information, please contact MSgt Barbara Schleben at (703) 588-1546 or barbara.schleben@pentagon.af.mil.



MARC E. ROGERS
Lieutenant General, USAF
The Inspector General

ACRONYMS USED

AFSVA: Air Force Services Agency
AFFSC: Air Force Financial Services Agency
AFCESA: Air Force Civil Engineer Support Agency
AFAMS: Air Force Agency for Modeling and Simulation
AFCAA: Air Force Cost Analysis Agency
AFFSA: Air Force Flight Standards Agency
TRW: Training Wing

Appendix E. Marine Corps Inspector General Report



DEPARTMENT OF THE NAVY
DEPUTY NAVAL INSPECTOR GENERAL FOR MARINE CORPS MATTERS/
INSPECTOR GENERAL OF THE MARINE CORPS
WASHINGTON, D.C. 20380-1775

IN ASPLY REFER TO:
1742
IGMC
26 Jan 11

From: Inspector General of the Marine Corps
To: Department of Defense Inspector General

Subj: ANNUAL MARINE CORPS INSPECTOR GENERAL ASSESSMENT OF USMC
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Ref: (a) Memorandum from DODIG of Nov 8 2010
(b) DODD 1000.04
(c) MCO 1742.1A with Changes 1 and 2

Encl: (1) Automated Inspection Reporting System (AIRS) 210
Checklist for the Marine Corps Voting Program

1. Background. The 2010 Marine Corps Voting Assessment Program (VAP) annual assessment is submitted as directed by references (a) and (b). The controlling instruction for the Marine Voting Registration Program is regulated by references (b) and (c).

2. Methodology. The Inspector General for the Marine Corps (IGMC) inspects every Marine Force Command, Marine Expeditionary Force, Installation, and Major Subordinate Command (MSC) for compliance and effectiveness at a minimum, on a triennial basis. Each Commanding General has its own Commanding General Inspection Program (CGIP) that inspects their units biannually. Enclosure (1) is used by both IGMC and CCIP to ensure the standardization of all VAP inspections.

The Inspection process included interviews with Major Command Voting Officers (MCVO), Installation Voting Assistance Officers (IVAO), Unit Voting Assistance Officers (UVAO), Commanding Officers and Marines randomly selected within Marine units. The inspection team reviewed documents and procedures to ensure compliance with all Marine Corps orders and directives. The team also inspected facilities to ensure voting assistance materials are displayed in accordance with directions given in MCO 1742.1A. All inspectors use the Automated Inspection Reporting System (AIRS) 210 Checklist, enclosure (1), to maintain standardization for the Marine Corps Voting Program. Each inspection is graded as: Mission Capable or Non-Mission Capable with findings, discrepancies and recommendations to improve the inspected units' programs.

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3. Findings. The results of the IGMCI and the CGIP inspections throughout the past year and this annual assessment verifies the Marine Corps has an effective Voter Assistance Program and is in compliance with the requirements outlined in references (b) and (c). This assessment is based upon the results of 21 inspections: 3 at the MSC level, 6 at the installation level, and 12 at the unit level.

4. Per the guidelines provided by the DODIG, the requested information is provided below:

A. Personnel Assignment

(1) VAO assigned at the appropriate grade level? (DODD 1000.4)

Response: Our inspection results show that all 21 commands inspected had VAOs assigned at the appropriate grade level.

(2) UVAO assigned at level of command? (DODD 1000.4)

Response: All 12 individual units inspected had UVAOs assigned at the appropriate level of command.

(3) Maximum number of voters that can be represented by a VAO.

Response: In accordance with MCO 1742.1A, paragraph (24) Marine VAO's are authorized to represent up to 200 Marines. All Marine units regardless of size are required to have a VAO assigned. All Marine units inspected have adhered to this requirement.

(4) UVAO of the rank O2/E-7 above designated in writing for each unit of 25 or more permanently assigned members. (DODD 1000.4)

Response: All 12 UVAO units inspected had their assigned UVAO designated in writing.

(5) Senior Service Voting Representative at Flag Rank or civilian equivalent appointed. (DODD 1000.4)

Response: Mr. Timothy R. Larsen (NAF-06) is assigned as the Marine Corps Senior Service Voting Representative (SSVR).

(6) Service Voting Action Officer, Military person, O-4/E-8 or above or civilian equivalent, appointed. (DODD 1000.4)

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Response: Mr. Robert Wagner (GS-14) is currently assigned as the Marine Corps Service Voting Action Officer (SVAO).

(7) Commissioned Officer authorized to administer Oath.
(UOCAVA)

Response: Per Title 10, Art. 136, all Marine Corps VAO that are commissioned officers are authorized to administer oaths as necessary in the performance of their duties as a VAO. Not all enlisted VAO's were authorized in writing to administer oaths, however commissioned officers were available to support the enlisted VAO's with these duties.

B. Training

(1) VAO received training. (Public Law 107-107)

Response: 21 out of 21 Marine Corps VAOs received training from the FVAP website or from an SVAO/IVAO workshop.

(2) MSCs, Installations and UVAOs attend FVAP workshop during even numbered years with Federal elections. For remote locations VAOs accessed FVAP website for training. Training documented at the installation or base level.

Response: MCO 1742.1A requires all Marine VAOs to complete VAO training within 90 days following appointment as a VAO, including during even numbered years. Marine Corps VAOs that could not take advantage of an FVAP workshop completed their training utilizing the self-administered course at www.fvap.gov. Our inspection results show that voter training is being conducted and has been documented in accordance with the MCO.

(3) Basic training and command courses emphasize and advertise voting assistance program. (DODD 1000.4)

Response: All Marine Corps training commands, including basic training and command courses, are providing voter awareness informational training to all their participants.

(4) Training units preparing for deployment. (DODD 1000.4)

Response: All deploying units, both Reserve and Active are required to conduct pre-deployment briefs prior to deployment outside the continental United States. During these briefs,

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each deploying Marine or Service Member attached to a Marine Command is provided voting information and the opportunity and assistance with completing an FPCA.

(5) Recruitment offices personnel informed of policies and received training to carry out voter registration assistance. (DODD 1344.13)

Response: The Marine Corps Recruiting Command is aware of the policies outlined in DODD 1344.13.

(6) Train Servicemembers on absentee registration and voting procedures during years of Federal elections. (DODD 1000.4)

Response: MCO 1742.1A, paragraph (2) and (5) provides guidance to VAOs to ensure that each eligible Service member and their eligible family members are afforded the opportunity to receive absentee voting assistance. Our inspections revealed that Marine units and assigned VAO are aware of the requirements and are conducting training at 20 out of 21 inspected units. The unit identified as deficient was conducting the training, however was not documenting the training in accordance with references (b) and (c).

Recommendation: On the spot correction was made. Continue to highlight the importance of proper documentation.

C. Material Distribution

(1) UVAOs hand delivers SF-76s to eligible voters. Develop a system to ensure. (DODD 1000.4)

Response: Federal Post Card Applications (FPCAs) are being delivered to Marines in accordance with DODD 1000.4. MCO 1742.1A, paragraph 3 provides specific guidance regarding the delivery of FPCA (SF-76) to all eligible voters. Our inspection results confirmed that VAOs understood and are adhering to published requirements.

(2) National Voter Registration forms made available to enlistees. (PL 107-107)

Response: It was identified that not all Marine Corps Recruiting Stations and Sub units were in compliance with the requirement to distribute National Voter Registration forms to

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prospective applicants as required by DODD 1344.13. The Marine Corps continues to work with Marine Corps Recruiting Command (MCRC) to ensure complete compliance.

Recommendation: MCRC is committed to getting this right. Additional guidance will be published to emphasize the importance of this requirement. Establishment of the new Voter Assistance Offices on-board each Base will also add to this capability.

(3) Network established to distribute voter information. Voter registration materials (SF 186 Federal write-in absentee ballots, Standard Form 76, Federal Post Card Application, Voting Assistance Guide, etc) were distributed timely to allow participation in elections. (Public law 107-107 & DODD 1000.4)

Response: Reference (c) gives specific guidance regarding the distribution of SF-76s and SF-186s to all eligible voters in a timely manner. Inspection results confirmed that SF 186's and SF 76's were delivered in timely manner ensuring all Servicemembers and their eligible family members had the opportunity to participate in the elections process.

(4) Special day designated for dissemination of voter information and material. (Public Law 107-107)

Response: Reference (c) requires VAOs to have developed voting awareness programs and voting activities designed to encourage voter registration and participation. Inspection results confirmed that units are operating in accordance with established policies.

(5) Prospective enlistees provided a DD Form 2644 "Voter Registration Application" and DD Form 2645 "Voter Registration Information." (DODD 1344.13)

Response: The Voting Assistance Program Manager and MCRC continue to work hard to ensure all prospective enlistees are provided with DD Forms 2644 and DD Form 2645.

Recommendation: Same as C.(2).

(6) Recruiting offices transmit registration application in a timely manner. (Public Law 107-107)

Response: All completed applications were processed and transmitted in a timely manner.

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(7) Sufficient voting materials are on-hand. (DODD 1000.4)

Response: All VAOs inspected maintained an adequate supply of FPCAs and FWABs. VAOs had sufficient supplies of voting posters, calendars, and other voting related materials. The Marine Corps encouraged units to use the online FPCAs and FWABs to cut down on cost.

D. Communication and Information Network

(1) Voting Assistance internet homepage is maintained that includes names and links to VAOs, procedures to order voting materials and links to other Federal and State voting websites. (DODD 1000.4)

Response: The Marine Corps voting web page is located at www.manpower.usmc.mil/voting. The Marine Corps webpage includes contact information for all MSC Voting Officers (MCVO) and all Installation Voting Assistance Officers (IVAO). DOD security measures do not allow names and/or personal e-mail addresses to be published on the webpage. Procedures on how to order voting materials and links to all Federal and State voting websites are located on the Marine Corps Voting webpage. The Marine Corps Voting webpage is in complete compliance with reference (b).

(2) Designated location on base, installation, or ship where voting material & assistance is available. (DODD 1000.4)

Response: All units are required to have a place designated where service members can go to receive voting information. All units inspected had a location within their Command where voting materials and voting assistance could be found.

(3) Established and published a special telephone service, the "Voting Action Line," to link UVAOs with SVAOs. (DODD 1000.4)

Response: The Marine Corps has a special e-mail link vote@usmc.mil and phone number (703-784-9511) that enable VAO to maintain easy contact with the SVAO. The contact information is located on the Marine Corps Voting webpage. Inspection results confirm that MCVOs, IVAOs, and UVAOs are aware of the telephone number and e-mail address to contact the SVAO.

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(4) Provide telephone operators at every military installation with names, e-mail addresses and telephone number of UVAOs and IVAOs. (DODD 1000.4)

Response: 16 out of 18 IVAO and UVAO inspected have provided VAO contact information to the Base/Station telephone operator.

Recommendation: Increased emphasis will be placed on this item by the SVAO. Personnel turnover plays a significant role in this task.

E. Commander/Installation Level Involvement

(1) MSCs and installations continually evaluate voting programs. (DODD 1000.4)

Response: As part of the IGMC inspection program, all Commanding Generals are required to have a Commanding General's Inspection Program (CGIP). The CGIP is evaluated by the IGMC to ensure compliance with the Marine Corps Voter Registration Program Order, reference (c).

(2) Command-wide awareness and assistance program and activities are developed during Armed Forces Voter Week. (DODD 1000.4)

Response: Inspection results indicated that Marine commands had a wide variety of activities scheduled throughout the year, including during Armed Forces Voters Week that promoted voter awareness/assistance.

(3) Written policies are developed to support eligible military members and their dependents including those deployed, dispersed, and tenant organizations. (DODD 1000.4)

Response: Reference (c) provides guidance to all VAOs that they used to provide assistance to all Service members and their eligible family members no matter where they are stationed throughout the world.

(4) Installation level reviews/inspections include an assessment of compliance with UOCAVA and DODD 1004.4. (Public Law 107-107)

Response: Reference (c) and enclosure (1) are used when evaluating the Marine Corps Voting Program. Reference (c) was reviewed by the FVAP and was determined to be in compliance with

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the Uniformed and Overseas Citizen Absentee Act (UOCAVA) and DOD Directive 1000.4.

(5) VAOs performance is documented in the Evaluation/FITREPs. (DODD 1000.4)

Response: Enclosure (1) of reference (c), paragraph 26 requires reporting seniors to annotate the fitness report of all assigned VAO with comments on their performance as a VAO. Inspection results indicated that all units inspected were in compliance.

5. Summary. The IGMC inspection results and this assessment have confirmed that the Marine Corps VAP operates in accordance with established policies and procedures and is effective in assisting all eligible voters. We are very confident that all service members and their eligible family members were aware of all 2010 voting events and were provided assistance and documentation for all absentee voting requirements. The IGMC will continue to inspect, review, and provide guidance to update appropriate Marine Corps orders, policies and procedures to ensure all eligible voters have the opportunity to exercise their voting rights

6. The point of contact concerning this matter is Mr. Robert Wagner, Service Voting Action Officer (SVAO), at DSN 278-9513, Commercial (703) 784-9513, or e-mail robert.wagner@usmc.mil. The IGMC point of contact is Major Kris Pirttinen at DSN 225-3090, Commercial (703) 695-3090, or kris.pirttinen@usmc.mil.


A. E. HODGES
By Direction

2010 Evaluation of the DoD Federal Voting Assistance Program
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AIRS DETAILED INSPECTION CHECKLIST

- 210 VOTER REGISTRATION PROGRAM
Functional Area Manager: MRP-4
Point of Contact: Mr. D. E. James
DSN 278-9511, COMM (703) 784-9511
Date Last Revised: 15 March 2007
- 210 01 MAJOR COMMAND VOTING OFFICER (MCVO)
- 210 01 001 Has a civilian employee at the GS-12 level or above or a field grade officer been assigned to serve as the MCVO?
Reference
MCO 1742.1A, PAR 4B (2)
- 210 01 002 Did the MCVO submit a copy of his/her appointment letter to HQMC (MRP-4)?
Reference
MCO 1742.1A, PAR 5D (1)
- 210 01 003 Does the MCVO maintain the appointment letters for their Installation Voting Assistance Officers (IVAO)?
Reference
MCO 1742.1A, PAR 5D (1), AND ENCLOSURE 2, PAR 3
- 210 01 004 Has the MCVO received the required training?
Reference
MCO 1742.1A, ENCLOSURE 1, PAR (12)
- 210 01 005 Does the MCVO maintain the current version of MCO 1742.1A (Voter Registration Program)?
Reference
MCO 1742.1A
- 210 01 006 Does the MCVO maintain a voting continuity folder (turnover folder)?
Reference
MCO 1742.1A, ENCLOSURE 1, PAR (21)
- 210 01 007 Does the MCVO compile the IVAO voting assistance reports and submit one report to HQMC (MRP-4) no later than 15 January of each year?
Reference
MCO 1742.1A, ENCLOSURE 6
MCO 1742.1A, ENCLOSURE 1, PAR (27)
- 210 01 008 Has the MCVO registered as a Voting Assistance Officer (VAO) via the VAO Registration Database?
Reference
MCO 1742.1A, ENCLOSURE 1, PAR (29)
- 210 01 009 Did the MCVO forward results of all inspections conducted

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AIRS DETAILED INSPECTION CHECKLIST

by the Commanding General's Inspection Program (CGIP) of
the Voting Assistance Program (FA 210) to HQMC MRP-4.

Reference

MCO 1742.1A PAR 5E (3)

- 210 01 010 Has the MCVO ensured the command telephone directory
includes the name and telephone number for the MCVO?
Reference
MCO 1742.1A, ENCLOSURE 1, PAR (9)
- 210 01 011 Does the MCVO receive, maintain, and display copies of the
Voting Information Newsletter (VIN)?
Reference
MCO 1742.1A, ENCLOSURE 3, PAR (4)
- 210 01 012 Does the MCVO re-address voting messages as necessary to
subordinate units?
Reference
MCO 1742.1A, PAR 5D (2)
- 210 02 **INSTALLATION VOTING ASSISTANCE OFFICER (IVAO)**
- 210 02 001 Has a civilian employee at the GS-12 level or above or a
field grade officer been assigned to serve as the IVAO?
Reference
MCO 1742.1A, PAR 4B (3)
- 210 02 002 Did the IVAO submit a copy of his/her appointment letter
to their MCVO?
Reference
MCO 1742.1A, PAR 5E (1)
- 210 02 003 Does the IVAO maintain the Appointment Letters for their
Unit Voting Assistance Officers (UVAO)?
Reference
MCO 1742.1A, ENCLOSURE 2, PAR 3
- 210 02 004 Has the IVAO received the required training?
Reference
MCO 1742.1A, ENCLOSURE 1, PAR (12)
- 210 02 005 Does the IVAO maintain the current version of MCO 1742.1A
(Voter Registration Program)?
Reference
MCO 1742.1A
- 210 02 006 Does the IVAO maintain a voting continuity folder
(turnover folder)?
Reference
MCO 1742.1A, ENCLOSURE 1, PAR (21)
- 210 02 007 Does the IVAO maintain the current version of the Voting

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Assistance Guide (VAG)?

Reference

MCO 1742.1A, ENCLOSURE 3, PAR (1)

MCO 1742.1A, ENCLOSURE 1, PAR (5)

- 210 02 008 Has the IVAO register as a VAO via the VAO Registration Database?
Reference
MCO 1742.1A, ENCLOSURE 1, PAR (29)
- 210 02 009 Does the IVAO forward results of all inspections conducted by the Commanding General's Inspection Program (CGIP) of the Voting Assistance Program (FA 210) to HQMC MRP-4 via the MCVO?
Reference
MCO 1742.1A PAR 5E (3)
- 210 02 010 Has the IVAO designated at least one well-fixed location where voting materials and voting assistance is available?
Reference
MCO 1742.1A, ENCLOSURE 1, PAR (25)
- 210 02 011 Does the IVAO compile the UVAO voting assistance reports and submit one report to the MCVO in a timely manner to allow adequate time for the MCVO to compile the information and forward to HQMC (MRP-4) no later than 15 January of each year?
Reference
MCO 1742.1A, ENCLOSURE 1, PAR (27)
MCO 1742.1A, ENCLOSURE 6
- 210 02 012 Has the IVAO ensured the command telephone directory includes the name and office telephone number for the IVAO and UVAOs?
Reference
MCO 1742.1A, ENCLOSURE 1, PAR (9)
- 210 02 013 Does the IVAO receive, maintain, and display copies of the Voting Information Newsletter (VIN)?
Reference
MCO 1742.1A, ENCLOSURE 3, PAR (4)
- 210 02 014 Does the IVAO receive, maintain and disseminate voting information to all subordinate and tenant commands aboard the installation?
Reference
MCO 1742.1A, PAR 5D (2), AND 5E (2)
- 210 03 UNIT VOTING ASSISTANCE OFFICER (UVAO)
- 210 03 001 Has the command assigned a company grade officer or staff

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AIRS DETAILED INSPECTION CHECKLIST

- non-commissioned officer (O2/E-6 or above) as the UVAO?
Reference
MCO 1742.1A, PAR 4B (4)
- 210 03 002 Did the UVAO submit a copy of his/her appointment letter to the IVAO?
Reference
MCO 1742.1A, PAR 5F (1)
- 210 03 003 Has the UVAO received the required training?
Reference
MCO 1742.1A, ENCLOSURE 1, PAR (12)
- 210 03 004 Does the UVAO maintain the current version of MCO 1742.1A (Voter Registration Program)?
Reference
MCO 1742.1A
- 210 03 005 Does the UVAO maintain a voting continuity folder (turnover folder)?
Reference
MCO 1742.1A, ENCLOSURE 1, PAR (21)
- 210 03 006 Has specific written authorization by the unit's commanding officer been given (for SNCO's) to witness and administer oaths required by voting materials, if a commissioned officer is not available?
Reference
MCO 1742.1A, ENCLOSURE 1, PAR (1)
- 210 03 007 Does the UVAO maintain the current version of the Voting Assistance Guide (VAG)?
Reference
MCO 1742.1A, ENCLOSURE 3, PAR (1)
MCO 1742.1A, ENCLOSURE 1, PAR (5)
- 210 03 008 Does the UVAO ensure each eligible individual is afforded the opportunity to receive absentee voting assistance in regards to election dates, state requirements, and voting registration and procedures?
Reference
MCO 1742.1A, ENCLOSURE 1, PAR (2) AND PAR (5)
- 210 03 009 Is the UVAO aware of the requirement for availability of the Federal Post Card Application (FPCA) to each eligible service member?
Reference
MCO 1742.1A, ENCLOSURE 1, PAR (3)
- 210 03 010 Does the UVAO maintain an adequate supply of FPCA's on hand?
Reference

AIRS DETAILED INSPECTION CHECKLIST

- MCO 1742.1A, ENCLOSURE 1, PAR (4)
MCO 1742.1A, ENCLOSURE 3, PAR (2)
- 210 03 011 Is the UVAO aware of the procedures to be used when prisoners desire to vote?
Reference
MCO 1742.1A, ENCLOSURE 4, PAR (2)
- 210 03 012 Does the UVAO have procedures in place to increase voting awareness and encourage voter registration?
Reference
MCO 1742.1A, ENCLOSURE 1, PAR (13 - 16) AND PAR (20)
- 210 03 013 Did the UVAO provide training on absentee registration and voting procedures to unit members?
Reference
MCO 1742.1A, ENCLOSURE 1, PAR (2)
- 210 03 014 Has the UVAO ensured the command telephone directory includes the name and telephone number for the UVAO?
Reference
MCO 1742.1A, ENCLOSURE 1, PAR (9)
- 210 03 015 Does the UVAO have a sufficient stock of Federal Write-in Absentee Ballots (FWAB) on hand?
Reference
MCO 1742.1A, ENCLOSURE 1, PAR (19)
MCO 1742.1A, ENCLOSURE 3, PAR (2)
- 210 03 016 Is the UVAO familiar with the Websites available HQMC: www.manpower.usmc.mil/voting and FVAP: www.fvap.gov for eligible individuals to communicate with their elected officials?
Reference
MCO 1742.1A, ENCLOSURE 1, PAR (23), ENCLOSURE 3, PAR (4&5)
- 210 03 017 Does the UVAO receive, maintain, and display copies of the Voting Information Newsletter (VIN)?
Reference
MCO 1742.1A, ENCLOSURE 3, PAR (4)
- 210 03 018 Does the UVAO maintain and display voting posters and calendars?
Reference
MCO 1742.1A, ENCLOSURE 1, PAR (15)
MCO 1742.1A, ENCLOSURE 3, PAR (3)
- 210 03 019 Does the UVAO receive and maintain voting messages?
Reference
MCO 1742.1A, PAR 5D(2), 5E(2) AND 5F(2)

AIRS DETAILED INSPECTION CHECKLIST

- 210 03 020 Does the UVAO ensure that the opportunity to complete the FPCA is completed upon a service member's completion of Permanent Change of Station (PCS), or as soon there after as practicable?
Reference
MCO 1742.1A, ENCLOSURE 1, PAR (3)
- 210 03 021 Is the UVAO aware of the maximum number of eligible voters a UVAO can represent (200) before assigning additional voting assistance officers?
Reference
MCO 1742.1A, ENCLOSURE 1, PAR (24)
- 210 03 022 Does the UVAO complete a voting assistance report and submit the report to the IVAO, annually?
Reference
MCO 1742.1A, ENCLOSURE 6
MCO 1742.1A, ENCLOSURE 1, PAR (27)
- 210 03 023 Has the UVAO register as a VAO via the VAO Registration Database?
Reference
MCO 1742.1A, ENCLOSURE 1, PAR (29)

Appendix F. Military and Overseas Voter Empowerment Act

Background

Enacted by the 111th Congress, as Subtitle H of HR 2647, of the National Defense Authorization Act for Fiscal Year 2010, the MOVE Act was designed to address continuing identified issues involved with providing to military personnel and overseas citizens their right to vote and to have their votes counted. The MOVE act placed new authority and responsibility on the Secretary of Defense as Executive Agent for the President. The Secretary of Defense designated the Director, FVAP, who resides in the Office of the Under Secretary of Defense for Personnel and Readiness to carry out those responsibilities.

The provisions of the MOVE Act pertaining to the Department of Defense/FVAP as the delegated Presidential Designee include:

A. Election Official Database (Sec 577(e)(4))

- The FVAP must maintain a public online database that includes State contact information for Federal elections, including the single State office designated under the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) and the designated means of electronic communication that each State has established to communicate with UOCAVA voters.

B. Ballot Collection/Delivery (Sec. 580)

- The Department of Defense must establish procedures for collecting and delivering the absentee ballots of voters who are overseas by reason of active duty or service. The procedures only apply to regularly scheduled General Elections for Federal office.
- The Department of Defense must utilize the United States Postal Service expedited delivery service for mailing voted absentee ballots to the appropriate election official in time to be counted.
- The expedited service must be available for any ballot collected before noon on the seventh day receding the date of the election.
- No postage is required on the absentee ballots collected and delivered under these procedures.
- The ballots collected under these procedures are postmarked as of the date they are mailed.

- The Department of Defense must inform and educate uniformed service voters about the ballot collection and delivery procedures.
- The Department of Defense must take action to: (1) ensure the privacy of voters who cast ballots at Department of Defense locations or facilities and (2) protect the privacy of absentee ballots when the ballots are in the control or possession of the Department.

C. Voter Registration Outreach (Sec. 583)

- The Federal Voting Assistance Program (FVAP) must develop online portals to inform absent uniformed service voters about voter registration and absentee ballot procedures.
- FVAP must establish a program to provide absent uniformed service voters with voter registration information and resources through the military Global Network. The information must be provided 90, 60, and 30 days prior to each Federal election.
- No later than 180 days after the MOVE Act is enacted, the Secretaries of each military department must designate an office on each installation to provide voter registration and absentee ballot information to uniformed service members and their family members. The Department of Defense must inform absent uniformed service members of the assistance available at the designated offices.
- The Secretary of Defense may authorize the Secretaries of the Military Departments to designate offices on military installations as voter registration agencies under the National Voter Registration Act.

D. Reporting (Sec. 584 & 586)

- The Department of Defense must work with the Election Assistance Commission (EAC) and the Chief Election Official in each State to develop standards for the States to report on the number of ballots transmitted and received and other data as the Department determines appropriate.
- No later than 180 days after enactment of the MOVE Act, the Department of Defense must submit to Congress a report on (1) the status of implementing the ballot collection and delivery procedures; (2) an assessment of the effectiveness of the Voting Assistance Officer Program; and (3) a description of steps taken towards implementation of voter registration assistance on military installations.
- No later than March 31st of each year, the Department of Defense must submit to Congress a report containing: (1) an assessment of FVAP activities; (2) an assessment

of voter registration and participation by absent uniformed service voter; (3) an assessment of voter registration and participation by overseas voters not affiliated with the uniformed services; (4) a description of the cooperation between States and the Federal Government; (5) a description of voter registration assistance programs implemented by each military department; (6) the number of absent uniformed service voters who utilized voter registration assistance provided at military installations; and (7) in the case of a report submitted in the years following a regularly scheduled Federal election, a description of the procedures used to collect and deliver absentee ballots for expedited service, including the number of ballots collected and delivered, and the number of ballots which were not delivered by the time the polls closed on Election Day.

The provisions of the MOVE Act also contained standards for absentee voter registration, absentee ballot distribution, absentee ballot return, and absentee ballots counting that were directive on State and local governments. The FVAP Program Office was charged with liaison with State and local jurisdictions. Additionally, the US Attorney General (Department of Justice) was given responsibilities related to State and local jurisdiction compliance enforcement.

Appendix G. Scope and Methodology

Service Reporting

The John Warner National Defense Authorization Act for Fiscal Year 2007 amended Section 1566, 10 U.S.C., eliminating the requirement for unannounced DoD IG assessments at ten or more DoD installations. The statute now requires the Inspectors General of the Army, the Navy, the Air Force, and the Marine Corps to conduct an annual review of the effectiveness of voting assistance programs, and an annual review of the compliance with voting assistance programs of their Service. Upon the completion of their annual reviews, each Service Inspector General is required to submit a report on the results of such reviews to the DoD IG. The statute requires that the DoD IG submit to Congress a report on the effectiveness and the level of compliance during the preceding calendar year of the voting assistance programs of each of the Services. The DoD IG did not independently verify or validate the Service Inspectors General reports. This report consolidates the results of the Service Inspectors General evaluations.

We reviewed the Service Inspectors General reports on the effectiveness and compliance of their voting assistance programs. The Service Inspectors General provided detailed Service-wide compliance reporting in all five compliance focus areas identified in DoD Directive 1000.04, “Federal Voting Assistance Program (FVAP),” April 14, 2004. The DoD IG developed a template based on DoDD 1000.04 in 2006 for reporting in five survey areas: (1) Personnel Assignments; (2) Training, (3) Voting Material Distribution; (4) Communication and Information Network; and (5) Commanders/ Installation Level Involvement. The template was also used in reports for 2007 through 2009 to standardize reporting by the Services IGs.

Appendix H. Announcement Memorandum



INSPECTOR GENERAL
DEPARTMENT OF DEFENSE
400 ARMY NAVY DRIVE
ARLINGTON, VIRGINIA 22202-4704

NOV 8 2010

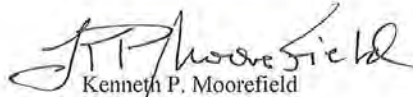
MEMORANDUM FOR UNDER SECRETARY OF DEFENSE FOR PERSONNEL
AND READINESS
INSPECTOR GENERAL, DEPARTMENT OF THE ARMY
NAVAL INSPECTOR GENERAL
INSPECTOR GENERAL OF THE AIR FORCE
INSPECTOR GENERAL OF THE MARINE CORPS

SUBJECT: 2010 Evaluation of the DoD Federal Voting Assistance Program (FVAP)
(Project No. D2011-D00SPO-0087.000)

Section 1566, title 10, United States Code, "Voting Assistance; compliance assessments; assistance" (10 U.S.C. 1566), requires the Service Inspectors General to: (1) conduct an annual review of the effectiveness of, and compliance with their respective voting assistance programs; and (2) upon completion of their reviews, submit reports on the results of their reviews to the Department of Defense Inspector General (DoD IG). DoD Directive 1000.04, "Federal Voting Assistance Program (FVAP)," paragraph 5.2.1.8, requires that the Service Inspectors General submit their reports to the DoD IG by January 31. Also, 10 U.S.C. 1566 requires that by March 31 of each year, the DoD IG submit to Congress an annual report on the effectiveness of DoD's voting assistance program (VAP) and the Services' compliance with their VAP requirements.

We will begin the subject evaluation on November 8, 2010. The format for Service reporting is consistent with that used for the 2007 through 2009 Service Inspectors General reports. A copy is attached for your convenience and reference. Please provide the name, telephone number, and email address of your point of contact for this review by November 27, 2010.

Our points of contact are Mr. William Means (william.means@dodig.mil) at (703) 604-9105, and Mr. Michael DiRenzo (michael.direnzo@dodig.mil) at (703) 604-9643.


Kenneth P. Moorefield
Deputy Inspector General
Special Plans and Operations

Attachment
As stated

cc:
Director, Joint Staff
Office of the Deputy Under Secretary of Defense for Program Integration
(Federal Voting Assistance Program Office)

**2010 SERVICE CALENDAR YEAR ANNUAL REPORT
COMPLIANCE WITH DOD VOTING ASSISTANCE PROGRAM**

Background: Public Law 107-107, December 28, 2001, Title XVI, Section 1601 ©, Uniformed Services Voting, tasks Inspector General of the Military Departments to conduct annual reviews and provide an assessment of their service compliance with the Voter Assistance Program. The assessment in this report is based on the specific Voter Assistance Program requirements outlined in 10 USC 1566, Public law 107-107, UOCAVA, DODD 1000.04, and DODD 1344.13

Methodology: The 2010 Service Report to the DoD Inspector General should identify the primary methods used to collect data including survey questionnaires (written/WEB based), internet (FVAP, services, and installation homepages), phone calls, command inspections, and field visits.

Service Report Format: The Service IG report of the Federal Voting Assistance Program results should conform to the following format requirements used for the 2007 through 2009 reports:

A. Personnel Assignment:

1. VAO assign at the appropriate grade level. (DODD 1000.04)
2. UVAO assigned at level of command. (DODD 1000.04)
3. Maximum number of voters that can be represented by VAO adhered to.
4. UVAO of the rank O2/E-7 above designated in writing for each unit of 25 or more permanently assigned members. (DODD 1000.04)
5. Senior Service Representative at Flag Rank appointed. (DODD 1000.04)
6. Senior Voting Action Officer. Military person, O4/E8 or above, appointed. (DODD1000.04)
7. Commissioned Officer authorized to administer oath. (UOCAVA)

B. Training:

1. VAO received training. (Public Law 107-107)
2. MAJCOM, installations and UVAO attend FVAP workshop during even numbered years with Federal elections. For remote locations did VAO access FVAP website for training. Training documented at the installation or base level. (DODD 1000.04)
3. Basic training and command courses emphasize and advertise voting assistance programs. (DODD 1000.04)
4. Train units preparing for deployment. (DODD 1000.04)
5. Recruitment offices personnel informed of policies and received training to carry out voter registration assistance. (DODD 1344.13)
6. Train service members on absentee registration and voting procedures during years of Federal elections. (DODD 1000.04)

C. Material Distribution:

1. UVAOs hand deliver SF76s to eligible voters by ///date///. Develop a system to ensure. (DODD 1000.04)
2. National Voter Registration form made available to enlistees. (10 U.S.C. 1566)

3. Network established to distribute voter information. Voter registration materials (SF 186 Federal write-in absentee ballots, Standard Form 76, Federal Post Card Application, Voting Assistance Guide, etc) were distributed timely to allow participation in elections. (10 U.S.C. 1566 & DODD 1000.04)
4. Special day designated for dissemination of voter information and material. (10 U.S.C. 1566)
5. Prospective enlistees provide a DD Form 2644 "mail Voter Registration Application" and DD Form 2645 "Voter registration Information. (DODD 1344.13)
6. Recruitment offices transmit registration applications in a timely manner. (DODD1344.13)
7. Sufficient voting materials are on-hand. (DODD 1000.04)

D. Communication and Information Network

1. Voting Assistance internet homepage is maintained that includes names and links to VAOs, procedures to order voting materials and links to other Federal & State voting websites. (DODD 1000.04)
2. Designated location on base, installation, or ship where voting material & assistance is available. (DODD 1000.04)
3. Established and published a special telephone service, the "Voting Action Line," to link UVAOs with SVAOs. (DODD 1000.04)
4. Provide telephone operators at every military installation with names, e-mail addresses and telephone number of UVAOs and IVAOs. (DODD 1000.04)

E. Commanders/Installation Level Involvement

1. MAJCOMS, etc., continually evaluate voting programs. (DODD 1000.04)
2. Command-wide awareness & assistance program and activities are developed during Armed Forces Voters Week. (DODD 1000.04)
3. Written policies are developed to support eligible military members and their dependents including those deployed, dispersed, and tenant organizations. (DODD1000.04)
4. Installation level reviews/inspections include an assessment of compliance with UOCAVA and DODD 1000.04. (Public Law 107-107)
5. VAO's performance is documented in the Evaluation/FITREPs. (DODD 1000.04)

Findings: Any statement reflecting findings, deficiencies, or shortcomings regarding the program that is included in the report must be supported by summary information identifying the unit, major command, installation, ship, etc., whether the finding, deficiency, or shortcoming is a repeat from previous years, what corrective action has been taken or will be taken, who has the corrective action and the timeframe for completion.

Summary of Military Service level of compliance with voting assistance programs based on statistical data from findings. Include a breakdown by specific areas (A. Personnel assignment, B. Training, etc) as above.

Recommendations (If required): Include responsible activity for implementing recommendation and follow-up.

Appendix I. Prior Coverage

During the last 5 years, the Government Accountability Office (GAO), DoD, and the Department of State have issued reports on FVAP and overseas absentee voting. Unrestricted GAO reports can be accessed over the Internet at www.gao.gov. Unrestricted DoD IG reports completed since October 24, 2008 by the Special Plans and Operations Directorate can be accessed at <http://www.dodig.mil/spo/reports.html>. Previously issued FVAP reports are at <http://www.dodig.mil/Inspections/IE/Reports.htm>

GAO

GAO Report No. GAO-10-476, Elections: DOD Can Strengthen Evaluation of Its Absentee Voting Assistance Program, June 17, 2010

GAO Report No. GAO-07-774, Elections: Action Plans Needed to Fully Address Challenges in Electronic Absentee Voting Initiatives for Military and Overseas Citizens, June 14, 2007

GAO Report No. GAO-06-1134T, Testimony Before the Committee on Armed Services, United States Senate, "Elections: DOD Expands Voting Assistance to Military Absentee Voters, but Challenges Remain," September 28, 2006

GAO Report No. GAO-06-521, "Elections: Absentee Voting Assistance to Military and Overseas Citizens Increased for the 2004 General Election, but Challenges Remain," April 7, 2006

DoD

DoD IG Report No. SPO-2010-004, "2009 Evaluation of the DoD Voting Assistance Program," September 27, 2010

DoD IG Report No. IE-2009-005, "2008 Evaluation of the DoD Voting Assistance Program," April 30, 2009

DoD IG Report No. IE-2008-002, "2007 Evaluation of the Federal Voting Assistance Program in the Department of Defense," March 31, 2008

DoD IG Report No. IE-2007-004, "2006 Evaluation of the Voting Assistance Program," March 31, 2007

DoD IG Report No. IE-2006-001, "Evaluation of the Voting Assistance Program," March 31, 2006

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Special Plans & Operations

Provide assessment oversight that addresses priority national security objectives to facilitate informed, timely decision-making by senior leaders of the DOD and the U.S. Congress.

General Information

Forward questions or comments concerning this assessment and report and other activities conducted by the Office of Special Plans & Operations to spo@dodig.mil

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